



Job Title: **Associate Producer**

Reference: **ENG-036**

Date: **May 04, 2021**

## About EERS

Founded in 2014, EERS Global invents, designs and tests in-ear advanced technologies to accelerate go-to-market of game-changing products. Our cutting-edge technology augments the human experience in communication in challenging situations, hearing protection, biometric and wellness monitoring, brain computer interfacing, and is repeatedly validated in the field and some have become an ANSI [Standard](#).

Through co-development partnership, we bring a stream of new products to market. Beyond prototyping, we produce actual scalable, easily transferable, manufacturable product taking the development execution risk out of the equation.

A global centre of excellence in research in acoustics, audio and biosignal processing, in-ear technologies and product development, we attract high-caliber scientists and engineers to our team. Our head office is located in the heart of downtown Montreal. We offer competitive salaries as well as a great team environment. EERS Global is an equal-opportunity employer committed to diversity.

## Job Description

Reporting to the Senior Producer, Director of Logistics, the **Associate Producer** will work as part of a production team that is tasked with ensuring that corporate projects are run smoothly, completed on time, and on budget. At its root, the principal task of the EERS Production Department is to clear a path to allow the Company's content providers to execute the agreed upon plan with minimum interruption and requisite resources.

The **Associate Producer** will be relied upon very heavily to bring their technical expertise to bear on the projects to keep organization, timeline, budget, quality and optimized. They will also be relied on heavily for the creation of final reports. This is a key role that will expose the successful candidate to high profile projects with some of the best-known technology companies. It is key to our team building cutting edge tech, fast and on-time.

## Duties and Responsibilities

- Assist and coordinate the production of various projects using Agile development by ensuring team leads have the right resources to complete their projects.
- Create, implement, and maintain standard operating procedures (SOP) and process flow charts.
- Submit and implement recommendations for saving protocols such as Egnyte/one Drive and train team members on the protocol.
- Work with the Senior Producer, Director of Logistics on the introduction of Click-Up to the organization and guide and train team members on the usage of the software.

- Keep Click-Up tickets up to date and curated as prescribed by the Senior Producer and the team and execute the work requested by individual tickets.
- Responsible for administrative tasks for meetings such as minutes, agenda, and tickets.
- Assist the Production Team in the creation of various reports as well as metrics monitoring, with emphasis on data collation and report creation.
- Set up the logistics (i.e., preparation, schedule) of in facility trials and other events.
- Establish a working relationship with third party academic institutions.

## **Education and work experience**

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- Bachelor's Degree or Certification in Project Management or equivalent experience.
- 1 to 2 years of experience as an associate producer, project manager or Agile scrum master or directly related positions

### **Minimum Knowledge, Skills & Abilities:**

- Effective written and verbal skills in English and French
- Excellent people and communication skills: ability to accept directions, provide and receive constructive feedback
- Proficiency with the Microsoft Office Suite (Word, Excel, Outlook)
- Familiarity with Agile Management; and Agile project tools such as Atlassian software. Knowledge of Click-Up, Jira and Harvest are considered an asset.
- Excellent analytical and problem-solving skills
- Strong time management and organizational skills; ability to handle multiple tasks, be punctual, and respect deadlines
- Ability to interact with all levels of the team from Scientists to engineers and to ensure time, cost and quality are always being respected
- Ability to work both autonomously and collaboratively as part of multi-disciplinary teams
- Self-motivated, proactive and focused

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