

# Able Innovations

**Job Title:** Supply Chain Coordinator

**Job type:** Contract / Full Time

**Start Date:** Immediately

**Number of job openings:** 1

**Job Category (NOC):**

1524 - Purchasing and inventory control workers

1523 - Production logistics co-ordinators

**Level:** Intermediate

**Work Term Duration:** 6 months, with possibility of extension based on performance

## **Job Summary**

### **About Able Innovations**

Able Innovations develops innovative medical devices as well as provides services to leading technology startups to scale their products. Through our focus on accessible design where we are re-envisioning products and services for people with disabilities with an eye to making the user experience more efficient, safe, and independent. Through our deep knowledge base and network of supplier we regularly collaborate with leading technology startups to conduct manufacturing and operations locally and overseas (mainly Asia). We are a very dynamic dream and are focussed on developing a diverse and engaged team. Located in Downtown Toronto, our office is extremely accessible and ideally placed to collaborate with healthcare facilities and customers alike.

Currently, we are developing autonomous transfer robots for use in healthcare environments. By combining cutting edge technology and feedback from healthcare professionals, the device will provide a solution to the significant issues that arise from current methods of patient transfer and client handling. The injuries to workers and labour costs of transfer are a significant cost to the healthcare sector, and our products and services aims to ease that financial burden by performing safe, efficient, and dignified transfers of individuals with zero-physical effort from attending caregivers and workers. Our transfer technology will allow individuals with impaired mobility a new level of autonomy and independence in their lives.

### **About the position**

At Able Innovations Inc. our goal is to innovate and create revolutionary technology with the purpose of providing greater independence and mobility for people with disabilities. As a new start-up we are quickly growing and looking for new team members who are driven, passionate and hard working. The selected candidate will play a crucial role in supply chain management, tracking and scheduling orders of technical components, communicating with suppliers and clients, and ensuring deadlines are met. Customer satisfaction is the highest

concern. The candidate will be working collaboratively with a multidisciplinary team of engineers and business administrators at various levels of experience. Throughout the work term, the candidate will have an opportunity to gain practical experience built upon their academic studies and meaningfully influence the company's logistics strategy and operations in order to maximize efficiency and productivity. Candidates so inclined to do so will have the chance to hone their business development skills through customer interfacing. To succeed, the candidate must be passionate about their work with a "do whatever-it-takes attitude".

### **Required Skills:**

- ***Fluency in Mandarin is a prerequisite for this position.***
- Attained or completed 3 out of 4 years necessary for a degree in Supply Chain management, business administration, technology, office management, or similar related fields
- Experience working within organized and systematic supply chain and logistics programs
- Sense of ownership and pride in your performance and its impact on the company's success
- Highly detail oriented
- Affinity for working with numbers and doing basic numerical calculations
- Experienced with basic accounting software such as Quickbooks online
- Understanding of business-level goods purchasing workflow
- Critical thinker and problem-solving skills
- Team player
- Good time-management skills and self-prioritization
- Great interpersonal and communication skills

### **Bonus Skills:**

- Experience in handling import and export of goods; customs declaration
- Individuals with extracurricular experience (not just through coursework)
- Past startup experience
- Experience working in technical or technology-related fields

### **Compulsory questionnaire:**

Please include answers to the following questions with your application. **Applications missing answers to the questions will not be considered:**

- Describe the steps you may take to vet a supplier before engaging in business with them
- Describe your level experience in working with technical drawings or manufacturing.
- Explain each step required in the purchasing process
- Explain the importance of having a purchase order during the purchasing process

### **Application Requirements:**

Please submit resume, cover letter and questionnaire as a single PDF document with the naming format "JMD190801\_Firstname\_Lastname". Feel free to include any relevant projects/portfolio. Please email your applications to [ablecareers@ableinnovations.ca](mailto:ablecareers@ableinnovations.ca).