

Phone :

Web :

## **Job Summary**

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Vacancy :

Deadline : Oct 13, 2024

Published : Sep 13, 2024

Employment Status : Co-op

Experience : Any

Salary :

Gender : Any

Career Level : Any

Qualification :

## Job Description

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### Who We Are; What We Do; Where We're Going

Magnet Forensics is a global leader in the development of digital investigative software that acquires, analyzes, and shares evidence from computers, smartphones, tablets, and IoT-related devices. We are continually innovating so our customers can deploy advanced and effective tools to protect their companies, communities, and countries.

Serving over 4,000 customers in over 100 countries, our solutions are playing a crucial role in modernizing digital investigations, helping investigators fight crime, protect assets, and guard national security.

With employees based around the world, Magnet Forensics has been expanding our global presence with offices in Waterloo and Ottawa, Canada; Atlanta, GA, Herndon, VA, Westminster, CO; and Singapore. As a part of Magnet Forensics, you can expect to make a difference in the world, no matter what role you play. You'll be supported through learning and development, not to mention an incredible team with unbelievable talent and integrity.

If you think you would be the right person to join our team working towards this goal, we would love to hear from you!

### Your Role

This role is within the Business Systems team which has the mandate to deliver strategic projects for the Sales, Marketing, Finance, Training and Professional Services and Tech Support teams. This role will work with our business stakeholders on delivering solutions to help achieve the goals of the organization.

The Project Coordinator will assist the Project Manager in the execution of the project lifecycle. Project Coordinator responsibilities include the coordination and completion of documentation, test plans and reporting.

### What You Will Accomplish

- Participate in sprint planning activities
- Capturing issues and actions from team calls
- Participating in the creation and execution of test plans
- Managing issue logs to resolution
- Summarizing project findings into business language
- Learning core business applications (Salesforce, NetSuite, Jira)

### Benefits to Co-op Completion

- Experience how internal departments and project teams collaborate to solve business challenges
- Exposure to real-world application of concepts learned in your respective courses
- Opportunities to develop and practice leadership skills such as communicating effectively, influencing decisions, and negotiating priorities.

### What We Are Looking For

We're looking for someone who checks off most, but not all, of the boxes. It's more important to us to find a candidate who can display **indicators of success** through skills they have developed and experience they have been a part of, than to find folks who have "been there, done that". We want to be a part of your development journey, and we'll learn as much from you as you learn from us.

There are a couple must haves, but we will keep that list short:

- You are a student working towards a diploma or degree in Marketing, Finance, Business, or Computer Science
- You have excellent organizational skills in order to manage issues, projects and deadlines
- You are passionate about developing new skills and building a network of peers and mentors
- You have an analytical mind and thrive in a fast-paced environment

### The Most Important Thing

We're looking for candidates that can provide examples of how they have demonstrated Magnet **CODE** in their previous experiences:

**CARE** – We care about each other and our mission to make a difference in the world.

**OWN** – We are accountable for our results – while never forgetting to act with integrity, empathy, and respect.

**DEDICATE** – We put our heart and soul into meeting the needs of our customers and helping them serve the people they protect.

**EVOLVE** – We are constantly innovating and exploring new ways to work together to make an impact with our work.

*We're committed to continuous learning and are focused on building a diverse and inclusive workforce. This commitment will be reflected in our hiring processes and embedded in our values and how we treat one another. If you're interested in this role, but do not meet all of the qualifications listed above, we encourage you to apply anyways.*

*Magnet Forensics is an Equal Opportunity Employer and considers applicants for employment without regard to race, colour, religion, sex, orientation, national origin, age, disability, genetics or any other basis forbidden under federal, provincial, or local law.*

*We are committed to providing an inclusive, accessible recruitment process and work environment. Accommodation is available to all applicants upon request throughout the hiring process. If you require accommodation, please let our talent team know, or you can email [aoda@magnetforensics.com](mailto:aoda@magnetforensics.com).*

*All offers of employment at Magnet are contingent upon satisfactory completion of a background check. All background checks will be conducted in accordance with all applicable laws. Magnet will consider each position's job duties, among other factors, in determining what constitutes satisfactory completion of the background check. Refusal to consent to a background check may be grounds for revoking an offer of employment.*

[APPLY](#)

**Education & Experience**

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**Must Have**

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**Educational Requirements**

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**Compensation & Other Benefits**

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