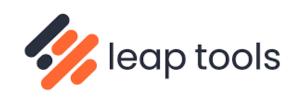# Technical Assistant

Phone :
Web :

Job Summary

Vacancy :
Deadline : Aug 16, 2024
Published : Jul 16, 2024
Employment Status : Remote
Experience : Any
Salary :
Gender : Any
Career Level : Any
Qualification :

Job Description

About you

You love having your finger on the pulse. You impress with how you always know the status of any situation that has crossed your path. You can provide an update on the who, what, and when of a project at a moment's notice. You have an obsession for details. You enjoy collaborating with those around you—providing guidance, developing knowledge bases and recommending best practices—and you're always open to other ideas and new challenges.

At Leap Tools, we are building the world's most advanced solutions for the interior décor industry. With customers in 80+ countries, our clientele includes Fortune 500 companies such as Home Depot, local retailers such as Alexanian's, and everything in between. We have been recognized as one of the fastest-growing tech companies by Deloitte for multiple years in a row, and we are looking for ambitious challenge-seekers to fuel our momentum and help us create an iconic global tech company.

What You'll Do

• Apply your technical, communication, and documentation skills to manage the successful implementation of state-of-the-art visualization tools and leading-edge technology for our interior decor space customers

• Engage external providers to ensure timely delivery of work items

• Assist engineering managers with task organization

• Work directly with the leadership team to ensure our internal operations continue to run smoothly

Requirements

• Exceptional organizational skills and a healthy obsession with detail

• Excellent communication and collaborative skills promote a teamwork mentality rooted in responsibility and accountability

• Proven ability to prioritize and manage a high volume of tight deadlines

• Familiarity with issue tracking systems, such as GitLab, GitHub, Jira, or similar

• Self-motivated and a predisposition to follow through

• Proficient in Google Workspace and web applications in general

• Previous exposure to technical projects, comfort with the software development space

About our culture

• We work in tight-knit teams to maximize speed and cultivate an **ownership mentality**.

• We cherish curiosity and an obsession for details because we know these **details are invaluable over the long run**.

• We promote an environment where ideas are challenged. **The best ideas win!**

• We're hyperfocused on our achievements and our ability to execute on our promises. **We act with urgency.**

• It's not always about us. **We give back to our community to ensure it can grow.**

• We love to compete and have fun. **Our game nights are legendary.**

Our remote-first approach

We're a remote-first company that encourages our employees to work from where they're most productive. For most, this means working from the comfort of their home, but for those who prefer to work from our office, we're located in downtown Toronto at Bay and Bloor, with convenient access to both subway lines. To foster collaboration, we implemented a number of ways to stay connected, including quick weekly company-wide check-ins, remote coffee breaks, and ad hoc knowledge-sharing sessions.

About our hiring process

Now: You upload your resume and complete a brief questionnaire.

Step 1: We arrange a video call with you to assess your abilities.

Step 2: You complete a take-home assessment and attend the second video interview soon after.

Step 3: You meet one of the founders.

Step 4: You receive an offer.

Take the Leap. Apply now.

Our demo, in case you missed it: https://www.roomvo.com/rugdemo4r

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Education & Experience

Must Have

Educational Requirements

Compensation & Other Benefits