

ERP Implementation Technician - 6 months internship

ID Quantique (IDQ) is the world leader in quantum technologies with applications in the field of sensing and security. IDQ is organized in two business units. In its Quantum-Safe business unit, IDQ develops and commercializes cryptographic solutions, designed to protect data for the long-term future against threats such as quantum computing. The company provides quantum-safe network encryption, secure quantum key generation and quantum key distribution solutions, as related services to the financial industry, enterprises and government organizations globally. In its Quantum Sensing business unit, the company develops and commercializes optical instrumentation products.

As the world leader in quantum technologies, IDQ is a fast-growing company, creating new activities in new markets, worldwide. To support our growth, we implement an ERP as well as other collaborative tools and IDQ is looking for an intern, willing to learn and add new skills in his/her resume.

Key Functions and Responsibilities:

- Formatting of Excel files, mainly item and bill of materials file
- Import Excel files into the future ERP, all item and bill of materials files
- Creation of Excel files based on miscellaneous reports and documents, electronic files or scratch using paper – under supervision from Production and Industrialization Manager
- Collect additional data or formatting tasks requested by IDQ staff, in addition to the appropriate tasks required to produce/validate Excel data files to be imported into the future ERP
- Assist the production and/or industrialization manager in their daily work, as well as in all the tasks necessary to allow IDQ staff to focus more on ERP activities
- Assist the production and/or industrialization manager by testing the future ERP, performing the appropriate tasks to test the future configuration of the ERP.

Desired Profile:

- An Excel Advanced Level, with ease of data manipulation and able to make simple macros.
- Fluent use of Microsoft Office Suite, indeed different files in different formats might need to be analysed/used.
- Rigor and analysis-oriented mindset is a must, the good understanding of the data and its structure will be a great asset.
- Able to work independently, due to their workload coaching/guidance of IDQ staff might be minimal.
- A working experience in a logistics and/or production environment (different roles are ok) is a plus. Furthermore, will help understanding the data and being proactive with new way of performing logistics and production processes.
- Have used or implemented an ERP, as a user in logistics and/or production environment, could help with the testing and identification of ERP solutions to meet the business requirements.
- Good knowledge of English and French

The position is open immediately. To apply please send a full dossier including a motivation letter to: hr@idquantique.com mentioning **ERP Intern** in the subject.