Operation & Management Assistant (3+ years’ experience)

ID Quantique (IDQ) is the world leader in quantum-safe crypto solutions, designed to protect data for the long-term future. The company provides quantum-safe network encryption solutions and services to the financial industry, enterprises, and government organizations. IDQ also commercializes a quantum random number generator (QRNG), which is the reference in the security, simulation, and gaming industries. Additionally, IDQ is a leading provider of optical instrumentation products, most notably photon counters and related electronics. The company’s innovative photonic solutions are used in both commercial and research applications.

Main Tasks
✓ Operation Support
  - Financial process and execution
  - HR process and execution with HQ guideline
  - Ad-hoc works with external service providers
  - Manage and support operation meetings.
  - General work support for employees and country manager
✓ Office Management Support
  - Manage official company documents (legal contract, etc)
  - Purchase office supplies and equipment
  - Coordinate the maintenance of office equipment.
  - Manage registered assets.
  - Arrange mandatory work environment check-up and request Government subsidies.

Preferred Qualifications
✓ More than 3 years’ experience in similar duties
✓ Clear written/verbal communication skills with peer groups (fluent English skills mandatory)
✓ Generate proper documents with good details.
✓ Credibility to handle company confidential information.
✓ Continuous improvement, learning from the mistakes.
✓ Versatile, autonomous, meticulous and detail oriented
✓ Speed of execution and proactivity
✓ Dynamic and motivated to invest in a teamwork.

Education Requirements:
✓ Bachelor’s degree

The position is open immediately.

Should you be interested by this opportunity, please send a full application to: HRKorea@idquantique.com
Reference to be mentioned in the subject of your e-mail: Korea OMA03

ID Quantique Ltd is an equal opportunity employer and considers qualified applicants for employment without regard to race, color, creed, religion, national origin, sex, sexual orientation, gender identity, age, disability, veteran status, or any other status protected by law.