

MONTREAL, Inventory Technician, full-time, in-person

Puzzle Medical Devices® inc. is developing a percutaneous heart pump for patients with advanced heart failure. The device's modular design allows for safe percutaneous implantation to support both renal and cardiac function through 4mm-pumps anchored in parallel in the descending aorta, allowing stability for patient mobility. To date, Puzzle Medical Devices® inc. has successfully: completed a Series A financing round (2023); completed its first-in-human study with all patients experiencing improvements in cardiac and kidney function (2022); received U.S. Food and Drug Administration (FDA) Breakthrough Device Designation (2021).

POSITION SUMMARY

Puzzle Medical Devices® inc. is currently seeking an Inventory Technician to support our research and development team by ensuring efficient inventory management, procurement, and control of critical components for our cutting-edge medical devices. The ideal candidate will have experience in inventory tracking, purchasing, and working with manual or digital inventory management tools. At Puzzle Medical Devices® inc., we value candidates with strong organizational skills, attention to detail, and the ability to work autonomously in a fast-paced environment.

ROLE AND RESPONSIBILITIES

- **Manage Inventory** – Track, organize, and maintain stock levels to support R&D and production.
- **Procure Materials** – Source, purchase, and follow up on orders to ensure timely deliveries.
- **Receive & Inspect** – Verify shipments, inspect materials, and update records.
- **Track & Report** – Maintain accurate inventory data using spreadsheets or tracking tools.
- **Optimize Storage** – Ensure materials are properly stored, labeled, and easily accessible.
- **Support Operations** – Work with engineers and machinists to provide required components.

QUALIFICATIONS

- Experience in inventory management or purchasing (manufacturing/medical device experience is a plus).
- Strong organizational and problem-solving skills.
- Ability to track inventory using spreadsheets or manual tools.
- Effective communication and supplier coordination skills.
- Ability to lift and move materials in a warehouse/shop setting.

Note: This job description is intended to provide a general overview of the position. It is not an exhaustive list of responsibilities, qualifications, or requirements. The employer reserves the right to modify the duties or requirements of the position as needed.