

Job Posting: 176378 - Position: S26 Communications and Projects Co-op 176378

Co-op Work Term Posted: 2026 - Summer
App Deadline 01/19/2026 11:59 PM
Application Method: Through Employer Website
Posting Goes Live: 01/02/2026 02:15 PM
Job Posting Status: Approved

ORGANIZATION INFORMATION

Organization Kardium Inc.
Address Line 1 155-8518 Glenlyon Parkway
City Burnaby
Postal Code / Zip Code V5J 0B6
Province / State British Columbia
Country Canada

JOB POSTING INFORMATION

Placement Term 2026 - Summer
** Job Title ** S26 Communications and Projects Co-op 176378
Position Type Co-op Position
Job Location Burnaby, BC
Country Canada
Duration 4 months
Work Mode Hybrid
Salary Currency CAD
Salary 3250.0 per month for 0 Major List
Salary Range \$ \$3,250 - \$4,350 CAD per month
Job Description

Job Title: Communications and Projects Co-op (Hybrid) - May 2026

Job ID: Req #478

Term: May 2026

Duration: 4 months

Openings: 1 position

Salary Range: \$3,250 - \$4,350 CAD per month

Application Deadline: January 19, 2026

Your opportunity

By joining the Kardium team, you can help make a difference in the lives of millions around the world. We have developed a ground-breaking medical device for the diagnosis and treatment of the most common heart rhythm disorder, atrial fibrillation - which can cause stroke, heart failure, and other heart-related complications.

Kardium's mission is to deliver the best treatment for atrial fibrillation. To achieve this, we have developed The Globe® Pulsed Field System - we have a fantastic technical team that has developed a product with strong, unique, and customer-valued differentiators versus other solutions on the market. We have built connections with key opinion leaders who are already using the Globe System and are helping to tell our story.

We have obtained FDA approval and officially begun the commercial launch of the Globe® Pulsed Field System. This is a pivotal

and exciting time in our journey, as we bring this life-changing technology to patients!

As a member of the Facilities department, you will get hands-on experience with various projects from graphic design to construction and renovations, as well as office administration and general support for our Catering and Janitorial teams.

Please note, this opportunity is a hybrid work arrangement, located in Burnaby, BC.

Meaningful work you will be a part of

You will engage in activities that develop practical and transferable skills such as:

- Develop a Facilities signage project to standardize external and internal signage, including common areas and meeting room diagrams, across our campus.
- Assisting with graphic design for our new internal Catering department: branding, menus, and Teams channel.
- Streamline our seating plans using Excel and Visio.
- Helping the Facilities and Janitorial teams with software implementation, such as task lists, asset lists, inventory, and general set-up.
- Provide general office support as needed.

Why work at Kardium?

A meaningful co-op experience, working with truly innovative technology and an ambitious team, combined with:

Making a Difference: Knowing every day that you are making a difference in people's lives by helping treat a condition that debilitates millions worldwide.

Meaningful Work: Gain hands on experience working on projects that make an impact, giving you valuable experience to kickstart your career.

Team Bonding Events: Connect with peers (of 40+ co-ops) and participate in fun team activities, social events, and monthly co-op events.

Development & Growth: Collaborating with engaged leaders and multi-disciplinary teams who are committed to your success by mentoring and supporting your development and growth.

Innovative Projects: Be part of cutting-edge projects where you can share your ideas and learn new skills in a fast-paced environment.

Life at Kardium

What makes us a great place to work?

1. Our Purpose
2. Our People
3. Our Culture

At Kardium, we embrace diversity of background, experience, and perspective and we're committed to inclusion and equity at every level. We encourage applications from all qualified candidates who represent the full diversity of all communities.

We collaborate with Employee Resource Groups (ERGs), as volunteer-led groups who share a common dimension of diversity and come together to provide support, education, and other opportunities across Kardium. Examples of our ERGs include Women ERG, Pride ERG, Race Ethnicity & Cultural Heritage (REACH) ERG, Truth & Reconciliation ERG, Persian Community ERG, Chinese ERG, Barangay Kardium (Filipino) ERG, Brazilian ERG and Irish ERG.

As part of your application, we encourage you to note if you require an accommodation for the recruitment process (including alternate formats of materials, accessible meeting rooms or other accommodations). There will be an optional section in the application form where you can provide this information to the recruitment team.

And our employees think we are great too - check out Glassdoor to learn more!

Job Requirements

What you bring to the team

Our Kardium team is smart, creative, and passionate about creating cutting-edge medical devices to help improve people's lives.

We work within a collaborative environment based on trust and respect. And we understand that only by working together can we solve the unsolvable.

You will be successful in this role because you possess these attributes:

- Excellent communication, both written and verbal
- Top-notch organizational skills and attention to detail
- Demonstrated experience with graphic design
- Good working knowledge of Microsoft software, including SharePoint, Excel, Visio, and Teams
- Comfortable working in a fast-paced environment

Citizenship Requirement

N/A

APPLICATION INFORMATION

Application Procedure Through Employer Website

Cover Letter Required? Yes

Address Cover Letter to Hiring Manager

Special Application Instructions

Application Link:

<https://jobs.dayforcehcm.com/en-CA/kardium/CANDIDATEPORTAL/jobs/3422>

How to apply

To apply for this position, please upload three separate documents in PDF format via our Careers Page:

1. Cover letter
2. Resume
3. Most recent transcripts (to be combined in one PDF document)

Please note, there are also required questions to be completed, as a part of your overall application.

Application Deadline: **January 19, 2026**

Please click the "I intend to apply to this position" button on SCOPE and also submit your application via the employer's website. Applications are accepted on a rolling basis and the posting may be expired at any time by the employer as submissions are received. Students should submit their applications as soon as they are ready.