

## Job Posting: 176369 - Position: S26 Software Engineering Project Coordinator Co-op 176369

**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 01:53 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  
**<b> Job Title <b>** S26 Software Engineering Project Coordinator Co-op 176369  
**Position Type** Co-op Position  
**Job Location** Burnaby, BC  
**Country** Canada  
**Duration** 8 months  
**Work Mode** Hybrid  
**Salary Currency** CAD  
**Salary** 3250.0 per month for 0 Major List  
**Salary Range \$** \$3,250 - \$4,525 CAD per month  
**Job Description**

**Job Title:** Software Engineering Project Coordinator Co-op (Hybrid) - May 2026

**Job ID:** Req #493

**Term:** May 2026

**Duration:** 8 months

**Openings:** 1 position

**Salary Range:** \$3,250 - \$4,525 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 are now preparing for our upcoming commercial launch. This is an exciting and significant milestone in our journey to bring this ground-breaking technology to patients.

As a member of the Business Applications Engineering team, you will support the planning, coordination, and system initiatives that enable critical business processes, while contributing to the standardization of project management practices in a regulated medical device environment.

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:

- Support the standardization of project management practices by developing and maintaining PMI-aligned templates, tools, and SOP documentation within the Information Systems Quality Management System
- Coordinate day-to-day project activities, including meeting logistics, action item tracking, schedule maintenance, and monitoring of milestones, risks, and issues
- Maintain accurate, controlled project documentation and records to support requirements traceability, audit readiness, and compliance with document control standards
- Assist with change and configuration management activities by documenting change requests, maintaining version control, and tracking changes to key project artifacts

### **Why work at Kardium?**

A meaningful Co-op/Intern term 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:

- An interest in healthcare and medical device development
- Strong organizational skills and attention to detail, with the ability to manage multiple tasks, maintain accurate documentation, and meet established deadlines
- Foundational knowledge of project management principles, with an interest in applying structured, PMI-aligned practices in a real

world environment

- Clear written and verbal communication skills to effectively support meetings, status reporting, and cross-functional coordination
- A disciplined and methodical approach to documentation, traceability, and process adherence within a quality managed environment
- A proactive, collaborative mindset with a willingness to learn, accept feedback, and contribute to continuous improvement initiatives

**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/3457>

#### 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.**