



ADMINISTRATIVE ASSISTANT

SoilVision Systems Ltd. is a next-generation geotechnical & hydrogeological software company based in Saskatoon, Saskatchewan.

Proudly in our 20th year, and 2017 SABEX Award recipient for Best New Product, SoilVision has built a reputation as an innovative company providing leading edge software & consulting to the worldwide geotechnical engineering community.

We offer a competitive salary & benefits.

We are seeking a motivated, customer-oriented Office Assistant to play a key role in the growth of our company.

The successful candidate will become our Office Assistant. This role requires solid communication skills (written & verbal) and very competent computer skills. Extra languages and CRM Experience would be additional assets.

Key Requirements:

- Full-Time. Monday to Friday 9am-5pm
- High proficiency in MSOffice, Excel a must
- Effective verbal and listening communication skills
- Aptitude for organizing details & anticipating tasks needing to be done
- Organized, highly motivated and enthusiastic
- Outgoing with a friendly personality, able to establish strong relationships with clientele and co-workers
- Work independently
- Demonstrated ability to express ideas and concepts effectively

Job Responsibilities:

- Front Desk Management:
 - o Answer phone/door, screen calls, and take messages
 - o Manager General Company email Inbox and handle/forward appropriately
 - o Ensure Office Supplies are maintained
 - o Preparing reports, presentation, and various documentation
 - o General Administrative Assistance.
- Customer Contact
 - o Daily client communication and maintaining Customer Relationship Management System
 - o Client Database Updating and Clean Up



- Order Processing
 - o Preparing orders: Licensing and Packaging
 - o Organizing Courier
 - o Updating Client Database
- Travel Support
 - o Travel Bookings and Schedule coordination for Conferences & Short Courses
 - o Liaise with Travel Agency to ensure flights, hotels, and car rentals are booked.
 - o Preparing Material – booth, collateral, etc. are packed up.
- Other Duties as Assigned

Additional Assets:

- Software Licensing Experience
- Multi-Lingual
- Customer Sales Support
- Sales Management Software Experience

Interested persons should submit a detailed resume including academic and professional experience and three or more references to cindy@soilvision.com.

Deadline: May 31st, 2017 at 5pm CST

For more information about our company visit our website at www.soilvision.com.