

# VISION<sub>x</sub> INC.

## Administrative & Bookkeeping Assistant

VISIONx is a small technology company that develops, sells and supports software and systems for automated visual inspection and high-accuracy measurement. We are located in Pointe-Claire and we sell worldwide. Our customers are typically manufacturers of precision components & assemblies, but we also sell to many other types of organizations, such as government research labs and universities. Companies of all sizes use our products. Our smallest customer has less than 10 employees and our largest has well over 100,000. Our products are used across a very wide range of industries, including: medical, aviation & aerospace, power generation, automotive, military & defense, electronics, semiconductors, pharmaceutical, extrusion, Tool & Die, ultrasonic, EDM, 3D printing, precision bearings, grinding, packaging, coating and surface finish, and many, many more. You can obtain more information about our company and our products by visiting our web site at: [www.visionxinc.com](http://www.visionxinc.com).

We are looking to hire an "administrative & bookkeeping assistant". This is a permanent position. We are open to both part-time and full-time candidates. Our office hours are from 9 am to 5 pm, Monday to Friday, with one hour for lunch. We are looking to hire immediately.

The work is varied and the successful candidate will carry out a wide range of tasks having to do with administration, bookkeeping, service coordination, etc. Responsibilities include the following:

- Prepare and validate expense reports following travel carried out by our personnel
- Collect and organize the contact information of customers that reached out to us
- Prepare packages of information for our customers, related to the renewal of their annual support program
- Follow-up with vendors on outstanding orders that we have placed with them
- Follow-up with customers regarding outstanding payments that are due to us
- Help coordinate the service calls that our service technician carry out. Among other tasks, this involves:
  - Coordinating (via email & phone) with customers to schedule on-site installations and service calls.
  - Coordinating internally (with our administrative and production managers and our technicians) to schedule on-site installations and service calls (for example: look into trip scheduling, the possibility of combining different customer visits into one trip, looking into flights, etc...)
- Etc...

The ideal candidate is well organized and conscientious, has a nice touch with customers and represents our company well (i.e. professionally & efficiently) when dealing with customers and suppliers. Experience with QuickBooks software is a definite asset.

We are looking for someone that is reliable and is able to work independently. We will offer the successful candidate all the needed support, but this person must be comfortable in an environment where there is minimal supervision.

We will provide the successful candidate with extensive training as well as opportunities for advancement over time. We offer a pleasant & positive work environment where everyone collaborates and supports each other to get the job done and get it done well. We are looking for a "good fit" candidate with a positive attitude and that works well with others.

If this position is of interest for you and you have the required qualifications, please email your application to [jobs@visionxinc.com](mailto:jobs@visionxinc.com).