

VISION_x INC.

Administrative and 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, Quebec, Canada. You can obtain more information about our company and our products by visiting our web site at: www.visionxinc.com.

We are looking to hire someone as "Administrative and Bookkeeping Assistant". This is a part-time position that offers a very wide range of responsibilities including but not limited to the following:

- Helping with certain bookkeeping tasks (familiarity with QuickBooks is required)
- Reconciling travel expense reports
- Maintain some of our databases
- Carry out various clerical duties
- Helping with shipping & receiving
- Carrying out certain monthly mailings
- Etc...

At this time, we expect that there is work for one day per week. However the successful candidate will be asked to provide basic backup when other office personnel is absent and carry out various other tasks, as-needed.

We are looking to hire someone that:

- Has good basic computer skills
- Has a keen eye for detail and a results-driven approach
- Is responsible, reliable & trustworthy,
- Has the right "can do" attitude,
- Requires minimal supervision,
- Communicates well with other members of our team and has a pleasant personality.
- Is customer-driven and dedicated to providing a high level of customer satisfaction.

The successful candidate will receive extensive training. We offer challenging and varied work in a pleasant environment. This is an excellent opportunity for the right candidate.

Qualified candidates should email their application to jobs@visionxinc.com.