

# Osnium Software Inc.

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osnium.com

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## Employment Opportunity - Administrative Assistant

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### Who we are:

We are a small software company in Georgetown that works primarily with women's shelters across the U.S.A. We are a group of passionate technical minded people who are looking for a hardworking and intrapreneurial minded person to join the team. We are here to help those who are helping others, and we love dogs.

### What we are looking for:

An energetic, bright, and technically savvy person to join our team as an Administrative Assistant. The Administrative Assistant will be responsible for assisting the Operations Manager as well as other management staff as required. You will be surrounded by like-minded people that love technology and have expertise in different aspects of the computing industry.

### Responsibilities Include:

- Provide administrative support to all managerial staff.
- Liaise between sales team and other members of staff.
- Perform online demonstrations of software as needed.
- Assist in the creation of Marketing and Sales materials.
- Maintain and monitor office supply inventory, and place orders as needed.
- Prepare travel arrangements with a keen attention to detail, where necessary.
- Assist with invoicing clients, recording payments and general bookkeeping.
- Schedule webinars and web conferences.
- Perform other duties as assigned.

### Must Haves:

- 1-3 years' experience in an administrative role.
- Strong communicator with excellent written and verbal communication skills.
- Excellent computer skills including a good understanding of Microsoft Office products, internet research and google apps.

- Strong interpersonal skills with the ability to build and cultivate relationships with clients and staff.
- Highly organized and able to meet tight deadlines.
- Ability to multi-task and adapt to competing and changing priorities.
- Can take initiative to lead special projects and implement processes with little or no supervision.
- Willingness to learn and be part of a great team.
- Detail oriented - When applying, include your name, the position title and the name of our CCO in the subject line of your application email.
- Demonstrate a high level of professionalism in dealing with confidential and sensitive material.
- Must love all dogs including those that shed.

### Nice to have:

- A degree or diploma with a focus on business administration, marketing or communications is preferred.
- Bookkeeping/accounting knowledge or experience.
- Experience using social media scheduling tools.
- Experience using GoToMeeting for creating webinars and web conferences.

Successful candidates will be required to complete a vulnerable sector police check.

Please apply with your résumé and cover letter to [careers@osnium.com](mailto:careers@osnium.com). Those missing the appropriate subject line will not be considered.

Solicitation from job agencies will not be entertained. Only eligible inquiries submitted from candidates will be reviewed. Please read this post thoroughly before submitting your application or your application may not be eligible.

Job Type: Full-time