

Office Administrator

Do you find it hard to remain engaged in your work, day after day, task after task? This lack of enthusiasm may be fine if you're just looking for a paycheck. At JoeScan, we think most people want more. We believe most of us want to grow, to become better than we are today, and to expand our skills and abilities.

Let us present an alternative to the status quo. Consider working at JoeScan as an Office Administrator. This position is perfect for an individual who delights in helping others, who loves the challenge of solving problems independently, and who adapts and thrives when faced with varying work assignments. This is not a position for someone who is looking for a routine and predictable job.

Skills and Requirements

We're looking for someone who will bring the skills outlined below, who is ready to contribute wherever needed, and is willing to learn more as the need arises. At minimum, the successful candidate will meet the following requirements:

- Knowledge of QuickBooks or other Accounting Software
- Proficient to advanced knowledge of Office 365 and/or G-Suite
- Enthusiastic about helping others
- Willingness to take on any task, no matter the size
- Ability to wear several hats; we're a small company and we all have several roles
- Ability to interact with all levels of staff and a variety of personalities
- Self-motivated
- Highly organized
- Willing and able to drive for company errands (mileage reimbursed)
- Ability to independently manage multiple priorities and deadlines
- Strong written and oral communications skills
- Able to lift 50 pounds
- International shipping experience a plus

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Position Responsibilities

- Providing general clerical and administrative support to the management team
- Accounts Payable
- Purchasing
- Shipping & Receiving
- Organizing company events
- Maintaining the upkeep of office appearance
- Other duties as assigned

About JoeScan

JoeScan is a small, profitable, and growing company that develops and manufactures machine vision measurement devices for sawmills. JoeScan develops products that improve ease of use, lower the cost, and enable even wider use of machine vision technology for industrial and manufacturing customers, mainly in the sawmill industry. We have a strong track record and a good reputation in our industry.

Our office has a super-auto espresso maker stocked with fresh coffee beans. We also have a shower, so biking to work, or going out for a midday run will be made more pleasant (particularly for those working in close proximity to the mid-day runners). We are located in Vancouver, but have employees commuting from Portland as well.

How to apply

Please send resumes to jobs@joescan.com.

In the body of your email, briefly tell us about a time you used Excel / Google Sheets and/or QuickBooks to accomplish a goal. Even better, tell us how this goal helped another person or your organization.

To be considered and to make sure you read this all the way to the end, reference the name of your favorite coffee drink in the subject line of your application email.

JoeScan supports workforce diversity and is an Equal Employment Opportunity Employer. No phone calls please.