

GeoSolve Inc. Project Assistant

GeoSolve Inc. is a growing company that provides specialized GIS and database services for E9-1-1, Emergency Management and Infrastructure. We are currently recruiting for the following regular full-time position:

GIS Project Assistant – Provides overall office administrative assistance and support for the Company's varied and numerous GIS Projects. Specific duties include (but are not limited to) resource data and document tracking; staff time entry, tracking and reporting; developing and maintaining contacts and calendars; posting data, assisting in recruitments, making travel arrangements, and reception.

Requirements – Demonstrated superior organizational skills, proficient in MS Office Pro and Access databases, and a minimum of two years successful experience providing similar project administrative support.

Desirable – A working knowledge of QuickBooks software (including payroll, taxes, reporting, etc.) and a general knowledge of Esri GIS software.

Compensation DOQ/DOE. Benefits include fully paid health, dental, and vision insurance; paid holidays, vacation and sick leave.

Applicants should submit a detailed resume and cover letter to: GeoSolve Inc., "Project Assistant" to P.O. Box 627, Albany, OR 97321 or email to gsadmin@geosolveinc.com. Position is open until filled.