



## **Position title: Part-time Administrative/Marketing Assistant**

### ***Our Company***

SoilVision Systems Ltd. has built a reputation as a fast-growing innovative company providing leading edge software & consulting to the worldwide geotechnical engineering community.

This is an excellent job opportunity for motivated individuals looking to expand their skills and be involved in a constant learning environment.

### ***Duties:***

- Assisting in client contacts and communicating product information.
- Providing support in client software installation issues
- Organization of conference activities.
- Shipment of product & marketing materials to customers
- Maintenance of product documentation
- Participate in team meetings for marketing.
- Creation of software screenshots.
- Dictation and preparation of reports and presentations.
- Update and maintenance of items on website.
- Other duties as assigned.

### ***Qualifications:***

- Skilled in the use of computer with MSOffice & able to learn new software quickly. In particular, Word, Excel, and Powerpoint.
- Personable & able to establish a relationship & communicate with clientele.
- Aptitude for organizing details and anticipating items that need to be done.
- Demonstrated ability to express ideas and concepts effectively orally, visually and in writing.
- Knowledge of database environments such as Access would be beneficial.
- Understanding or familiarity with software or engineering companies would be beneficial.
- Familiarity with Dreamweaver, Adobe Photoshop, & Adobe Illustrator an asset.
- Ability to work under the pressure of deadlines.

### ***Salary/ Work Hours:***

Twelve hours per week / four mornings. Job will expand as knowledge and skills expand. Competitive salary offered.

### ***Deadline:***

Applications are to be received by Sept 30, 2010. Please direct resume and three references to Carol Lyons by e-mail: [carol@soilvision.com](mailto:carol@soilvision.com). For more information on our company please visit our website [www.soilvision.com](http://www.soilvision.com).