

GIS Positions

GeoSolve Inc., a growing company providing specialized GIS services for emergency management and infrastructure, is recruiting for the following regular full-time positions:

Office Administrative Assistant – Provides general office administrative assistance and support including (but not limited to) reception, bookkeeping, human resources and project support.

Requires: A thorough working knowledge of QuickBooks software (including payroll, taxes, reporting, etc.), superior organizational skills, proficient in MS Office and successful experience providing similar administrative support.

Desirable: Skilled in MS Access.

GIS Specialist I – Provides addressing and GIS skills to the company, clients and management. Applies GIS technology to projects and databases; concentrates on complex problems requiring specialization; trains others.

Requires: BA/BS in GIS, Computer Science or related field; minimum 2 years demonstrated proficiency with ArcGIS and related software.

Desirable: Specialized experience in addressing and resolving addressing issues.

GIS Technician I – Develops, maintains and coordinates GIS systems in the office and in the field with clients.

Requires: a good working knowledge of ESRI software products; a minimum of one year of hands-on experience working with ArcGIS.

Desirable: familiarity with legal descriptions, and data models.

All Positions:

Salaries DOQ. Benefits include health, dental, and vision insurance; paid vacation, sick leave, and holidays.

Applicants should submit a detailed resume to: GeoSolve Inc., "GIS Positions", P.O. Box 627, Albany, OR 97321. Positions open until filled.
www.geosolveinc.com