

## **ABOUT LINQTHINGZ**

We are obsessed about solving customer problems through relentless innovation and using our broad and deep experiences to produce solutions that don't break. GSD is our badge of honor. We are never afraid of going where no one has gone before. We have built an Enterprise IoT system from the ground up and a core of edge connectivity devices. We use these core technologies to build disruptive solutions to solve pervasive customer problems and aggressively grow our company.

### **LinqThingz: Office Manager**

#### **JOB DESCRIPTION**

Our organization is looking for an Office Manager to manage office affairs of the company in a timely and organized manner, to help build the office infrastructure and provide data to business team to facilitate the best decision processes.

#### **JOB DUTIES**

- Accounting
  - Bookkeeping and data entry
  - Electronic and Paper organization and backup of accounting data
  - Maintaining all vendor and customer accounts
  - Bookkeeping and data entry
  - Assisting with other accounting tasks as needed
- Project Support
  - Improve office administrative processes
  - Participates in employee development and staff meetings
  - Assist in maintaining documents
- Facilities
  - Support keeping the facilities clean, safe and organized.

#### **QUALIFICATIONS**

Bachelor's Degree from accredited university

Computer skills

Demonstrate exceptional acumen, leadership and personal interaction skills.

GSD