

POSITION: Administrative Assistant - Fisheries Business Unit

BUSINESS ACTIVITY: We provide tracking and monitoring, catch and data management, and ocean intelligence solutions to commercial fishermen in North America. Fishermen use our satellite solutions to fish smarter and faster in a sustainable way. We support national authorities and non-governmental organizations with sustainable management of fisheries through integrated hardware and software solutions.

As a group we provide integrated satellite solutions in a variety of sectors supporting sustainable management of earth resources.

DUTIES AND RESPONSIBILITIES: You will be a key part of our Fisheries team.

- Work closely with the Sales, Customer Service, Logistics and the Finance teams.
- Responsible for **a large client database** and for the administration of all the business unit's functions, such as:
 - Monthly invoicing (services and equipment)
 - Contract administration: setting up new clients, and contracts
 - Purchase Order management
 - Manage customer inquiries
 - **Cash collection:** Manage and document Client account collections through GOREL collection tool
- Support the fisheries business unit
- A good understanding of the full cycle of business transactions is required, as it pertains to financial matters.

WHY THIS POSITION IS CRITICAL TO THE FISHERIES BUSINESS UNIT: You are a main contact in all of our customer relationships; from the resellers of our equipment, to the regulatory agencies needing access to our data, to the "end user" fishermen who we invoice monthly for our products and services.

QUALIFICATIONS:

- Undergraduate degree in Business Administration or a related field is desired, but not required
- 3-5 years of Billing or related office work experience
- Good working knowledge of Microsoft Office products (Excel, Word & Outlook)
- Detail oriented, with highly organized work habits
- Confidence to work independently, but also work well within a team environment

GENERAL INFORMATION:

- Full-time, salaried position
- Benefits package includes a better than market 401(k), health insurance and vacation policy
- Position will be based in our Lanham, MD office

Individuals who succeed at Woods Hole Group are pleasant, hard-working, self-starters who share our passion for innovation and commitment to high quality work. Further information about the company:

www.woodsholegroup.com



If this opportunity matches your experience and career visions,
please send resume outlining education, work experience and salary history to:

The Woods Hole Group, Inc.
107 Waterhouse Drive
Bourne, MA 02532

E-mail:

adminassistant@whgrp.com

AN EQUAL OPPORTUNITY EMPLOYER