

Office / Operations Manager

MultiSensor is commercializing a groundbreaking camera for gas leak detection. We are a well-funded startup with ongoing field trials for gas utilities as well as upstream oil & gas. Man-made methane emissions account for 16% of global climate change and fixing methane leaks is one of the lowest cost climate mitigation measures.

We are looking for a talented and motivated Office / Operations Manager to join our growing team. The position combines bookkeeping, marketing, purchasing and general office management. This role offers the possibility for an individual with office management experience to grow into a broader operations management role with increasing level of responsibility over time.

Key Responsibilities:

Bookkeeping, Expense report management and Budgeting

- Maintain the company's Quickbooks accounts (US and Canadian subsidiary) under guidance from the company accountant (external) and CEO, initially together with current external bookkeeper but phasing bookkeeper out over time. Manage / archive all invoices. Generate monthly accounting reports
- Set up bill payments for CEO approval
- Reconcile actual spending with annual budget, assist CEO in budget preparation and updates
- Manage expense report system (Expensify)
- Prepare and submit expense reports for grant programs
- Assist the company's accounting firm in preparation of annual account closure, audit & tax filing

Marketing, CRM & E-Mail Messaging

- Implement customer relationship management system company-wide
- Setup email distribution lists and manage outbound marketing campaigns
- Propose and develop marketing content
- Update company's web page under guidance from and with the support of the CEO.

Purchasing and Inventory Management

- Maintain existing component (BOM) management database under guidance from manufacturing
- Establish database to track third party component suppliers
- Establish a database to manage and track versioning and location of prototype builds
- Setup and manage purchasing accounts with third party vendors (tax exempt certificates, payment terms, industry references, etc.)

General Office Management Tasks

- Manage shipping of parcels, travel planning and booking
- Review and manage daily mail, manage office supplies / purchasing, manage document record keeping
- Organize company events (holiday party, etc.)
- Other tasks as needed

**Qualifications & Requirements:**

- 3 years of office management and bookkeeping experience; operations and marketing management experience is a plus
- Bachelor's degree preferred
- Ability to manage multiple competing priorities to ensure each is completed on time
- Thrive in a fast moving, dynamic startup environment - looking to make an impact
- Ability to interact with a wide range of internal and external partners with a high level of reliability and professionalism
- Roll-up-the-sleeves personality

Competitive compensation package, healthcare reimbursement, commuter benefits and stock options.

Must be a US citizen or permanent resident. No Recruiters, No Phone Calls Accepted.

Contact: careers@multisensorscientific.com www.multisensorscientific.com