



We are seeking a motivated and detail-oriented individual to join our team and assist with quality assurance, logistics, and general office work in the medical simulation software and training field. The contract may become a full-time position for the right candidate after a three-month trial period based on mutual interest on the part of the candidate and SonoSim, Inc.

### **Job Description**

This position encompasses a wide range of tasks including but not limited to:

- Administrative Work (filing paperwork, purchasing, etc.)
- Shipping/Receiving
- Inventory Control (competent with Quickbooks)
- Customer Service
- Trade Show Logistics
- Quality Assurance (In the field of Ultrasound)
- Sales Support – Customer Interaction and Data Entry (must be familiar with Sales Programs (Sales Force, etc.))
- Quality Management & Review (ISO Standardization)
- Patient/Physician Support (Data collection in Hospital setting)

### **Requirements**

- Bachelor's Degree
- Can-do, team player attitude
- Detail-oriented
- Facility with basic office software programs (Word, Excel, Powerpoint or Keynote, etc.)

### **Helpful Skills/Background**

- Understanding of human anatomy and physiology
- Familiarity with Quickbooks
- Familiarity with web-based sales programs such as Sales Force
- Experience with software development company/projects

### **Work Environment**

SonoSim, Inc.'s office culture is part start-up and part media production company: work flow is project driven and characterized by high levels of activity and team mobilization leading up to new product and version releases. The atmosphere is casual in style and team member interaction, but exciting and often intense. As a start-up, successful team members possess a general attitude of "no job is too small."



**About SonoSim ([www.sonosim.com](http://www.sonosim.com))**

SonoSim is an ultrasound training and diagnostic technology development company founded in January 2010. Our extended team comprises computer science engineers, physicians and other medical professionals, 3-D modelers, graphic designers, media specialists, technicians, education experts, and peripheral device designers and fabricators. SonoSim is a start-up company poised for rapid growth in the next 12-24 months.

If interested in applying, please send a resume and cover letter to: [Koren@sonosim.com](mailto:Koren@sonosim.com).