

Business Administration

Location: Windsor, California

About Micro-Vu

Micro-Vu designs automated 3D measuring machines. These machines use 3D software, image processing, precision mechanics and motion control, lasers, tactile probes, and 3D sensors to measure mechanical dimensions on various parts to accuracies of a micron.

Micro-Vu manufactures these machines in a highly-automated factory at its campus in Northern California. Customers purchase Micro-Vu machines to measure their parts for quality control and assurance. Cell phone manufacturers, medical device and aerospace companies, and many smaller industries use Micro-Vu machines in their facilities around the world.

Micro-Vu is located in Windsor, California near the Russian River. Micro-Vu was established in 1959, and has become a leader in automated 3D industrial measurement. Engineers must be highly-motivated and passionate about bringing the best possible products and technologies to the market.

Job Summary

Our company is in need of a motivated Business Administrator to oversee and execute our daily activities and create long-term strategies. Our goal is to maximize efficiency, reduce costs and drive growth to positively impact our employees and customers. The ideal candidate should possess a mix of math, technical and communication skills, as this role involves engaging in many aspects of the business. Since there are a lot of moving parts, you must have great organizational and prioritization skills, as well as the ability to multitask. The successful applicant will be adept at collaborating with different people and teams within the company. We're innovating rapidly and have big goals for the future, so we're looking for someone who's ready to meet the challenges of the job and enable us to enjoy sustainable success.

Responsibilities and tasks may include:

- Work with finance and accounting to eliminate waste and enhance productivity of each function
- Communicate with every department regularly to handle problems and identify new opportunities
- Communication between executives and employees
- Manage general business activities related to making products and providing services
- Innovate by applying new technologies in the workplace
- Analyze sales reports and other performance indicators
- Work and improve workflows in areas such as purchasing, accounting, exporting, payment processing, order scheduling, inventory management, human resources
- Evaluating and implementing new business software
- Providing support for the engineering staff
- Develop better methods for dealing with sales and use tax, import/export duties, etc.
- Working independently and confidently with very little, if any, guidance from others

Education

B.S. in Business Administration, Agribusiness, Industrial Technology and Packaging or similar

Qualifications

- Understanding of the concepts of Business Administration
- Basic understanding of accounting and/or finance
- Strong organizational skills
- Good at multitasking
- Excellent at completing tasks
- Strong computer and keyboarding skill
- Utilizing excellent written and verbal communication skills to effectively interact with all personal styles