



G&D North America Inc.

New Jersey (US HQ) – Los Angeles – Miami

www.gdsys.de www.gd-northamerica.com

US Career Opportunity Contact:

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CAREER OPPORTUNITY

JOB DESCRIPTION

February 1, 2018 3 pages

Office Manager/Administrator

Morristown Area of New Jersey

Small US Sales & Support Subsidiary of German Parent

High Quality Professional TV Broadcast Electronics

G&D North America Inc. (GDNA) has an immediate opening for a full time experienced Office Manager/Administrator based at the New Jersey US HQ Office. GDNA is a wholly owned subsidiary of Guntermann & Drunck GmbH of Siegen, Germany, a world-wide leader in professional, mission critical KVM systems. Employment starting date is as soon as possible. Expected to be a One Person Administrator Office for some time. GDNA offers competitive compensation and benefits.

Responsibilities:

The Office Manager/Administrator shall be responsible for all routine office activities and record keeping, including day-to-day bookkeeping, in support of North American sales and service staff, reporting to the COO at the New Jersey office, requiring frequent email and telephone contact with North American regional sales staff, customers and vendors, and be Single Point of Contact with German parent company in matters of routine commercial/financial issues.

Desired Skills, Experience and Qualifications:

- At least five (5) years of recent experience in office administration, preferably in a small office environment.
- Recent/past experience in a business selling professional television equipment to TV networks and TV stations, TV production/post and Pro-Video dealers.
- Familiarity with MS Dynamics NAV (or other ERP software) and/or with QuickBooks accounting software is a definite plus.
- Must be a self-starter able to plan, organize and carry out office procedures and support activities, efficiently and professionally, with a keen focus on G&D business goals, be highly organized with attention to detail, and be fully PC/MS Office literate.
- Good telephone, communications and presentation skills required



- Demonstrate versatile administrative experience in a small office environment, able to handle a wide variety of sales and support matters, including but not limited to:
 - Answering telephone, passing on and tracking leads to sales staff
 - Assisting with issuance of quotations and proposals
 - Tracking and entering orders, issue invoices, tracking returns
 - Arranging Staff travel, manage expense reporting/analysis
 - Arranging and tracking shipments, import/export, inventory
 - Maintain and grow email databases of prospects and customers
 - Mailings of catalogs, brochures and flyers on behalf of sales staff
 - Collect monthly Sales Reports/Forecast – Relay to Germany
 - Track local bank account - Pay local invoices

Additional Job Requirements:

- Able to lift and handle equipment and packages alone, weighing up to 25 lbs.
- Must dress and appear in a professional business-like manner while representing G&D in front of clients, customers, prospects and industry representatives.
- Must be a U.S. citizen or a legal U.S. resident as a current “Green Card holder” with unlimited work permission. (G&D will NOT apply for U.S. work permit for any applicant)

Compensation & Benefits

- Competitive compensation package
- Medical insurance & 401k (subject to waiting period)
- Paid Vacation and Paid Sick Leave Policy

G&D North America Inc. is an Equal Opportunity Employer

All qualified candidates/applicants meeting the additional job requirements will be considered for the position without regard to race, religion, national origin, sex, sexual orientation and/or gender identity.

How to Apply for this Career Opportunity:

Please submit a complete Resume. Cover letter not required. Email your Resume in WORD or in PDF to Tore Nordahl at tore@nordahl.tv, our professional hiring consultant for this position. He will promptly confirm receipt and telephone you for an initial discussion. All Resumes received will be treated in strict confidence within G&D/GDNA. Relocation subsidy is NOT available.

NOTE: Regrettably, we do NOT accept Resumes or responses from Recruiters and Search Consultants. We only accept Resumes from principal job seekers.

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KVM = Keyboard – Video – Mouse Switching & Extensions



**Some high profile
US Customers:**

- MLB - Major League Baseball**
- NBC Golf Channel**
- CBS TV Network**
- Comcast – NBC**

G&D IF IT'S KVM **Guntermann & Drunck GmbH**

G&D is a world leader in the design and manufacture of KVM extenders, switches and matrix switches. Our many successful installations around the world over the years have enabled us to achieve a cost-effective KVM product offering with performance, quality and reliability second to none. The ways in which our broad product portfolio can be combined into large and sophisticated projects never ceases to amaze our customers. Already impressive in their basic version, our product variants are even more versatile when combined together. Strong employee retention, a powerful partner network and a high degree of customer loyalty are only few of the strengths that make Guntermann & Drunck a most reliable partner for KVM solutions. G&D is looking forward to expanding the fast growing North American sales and support operations with our new Los Angeles branch office.

Please visit our Websites www.gdsys.de www.gd-northamerica.com