



Office Assistant

Are you looking to work for a company that makes you feel like family? Are you proactive? Driven? Do you like to have fun while you work? Then we might be the company you need. *RIEGL* is an international company, and we are looking for the right person to join our *RIEGL USA* headquarters in Winter Garden, FL!

About our company...

RIEGL delivers cutting-edge technology in unmanned, airborne, mobile and terrestrial laser scanning solutions. Our core mission is to provide innovative, cutting-edge 3D LiDAR solutions and support to our international customer base. With LiDAR the possibilities are endless. With *RIEGL*, the possibilities are achievable.

We are experiencing constant growth and need more driven people like you!

You will be a great fit if...

We are seeking a detail-oriented and organized Office Assistant to join our team. The ideal candidate will play a crucial role in ensuring the smooth operation of our office by providing essential clerical support and excellent customer service to our international clients and colleagues. This position is perfect for someone who thrives in a dynamic environment and possesses strong time management skills.

Preview of your job responsibilities...

- Assist with travel arrangements for our executives and international colleagues.
- Assist our tradeshow and events team in planning, travel arrangements, etc.
- Assist in managing incoming calls and inquiries, providing exceptional customer support.
- Perform clerical duties such as filing and data entry.
- Maintain office organization and cleanliness to promote a productive work environment.
- Collaborate with *RIEGL* team members worldwide to streamline office processes and improve efficiency.

What you get from us...

- *RIEGL USA* is proud to offer a generous benefits package:
- We pay 80% of health insurance premiums for our employees and their families; offer dental, vision and retirement savings plans.
- Full-time employees are eligible for flex time options and competitive paid time off
- Engaging company culture that promotes creativity.
- Headquarters that boasts a gym, sauna, putting green and lots of comfortable collaboration areas.
- Opportunity to travel.
- And more!

What we need from you...

- 3-5 years office assistant/customer service experience.
- BA/BS in Business Administration preferred.
- Energetic, outgoing personality with excellent telephone skills.



- Experience or interest in international relations and cross-cultural communication.
- Bilingual abilities are a plus, enhancing communication with diverse clientele.
- Strong organizational and time management skills.
- Proficient in using computer systems and software, such as Microsoft Office Suite, Adobe Suite, etc.
- Ability to travel up to 30%.
- Active U.S. Passport.

Please note, there is no relocation offered for this position.

If you are a fit for our company, please email us! Employment@RIEGLUSA.com

RIEGL is proud to be an equal opportunity employer, and we value diversity at our company. We do not discriminate based on race, religion, color, national origin, gender, sexual orientation, age, marital status, veteran status, disability status or any other classification protected by law.