



## **Job Title: Geospatial Associate -Sales & Order Fulfillment Specialist**

### Company Background:

Waypoint Technology Group, LLC (Waypoint) is a growing firm dedicated to providing our customers with the latest GNSS and Optical/Robotic Surveying and Mapping/GIS technology through product sales, rentals, training, technical support, and related consulting services. Our company is primarily engaged as a regional distributor for Trimble, Inc., a worldwide leader in the Geospatial industry, and our principal sales territory with Trimble encompasses all of New York and New England, along with New Jersey. We have successfully operated as an authorized Trimble reseller for over 25 years and are one of only 12 Trimble distributors currently based in the United States. We serve a variety of markets, including surveying, engineering, architectural, and many other types of design/build-related industries.

### Job Description:

Waypoint seeks a qualified, motivated, detail-oriented professional to join our team as a Geospatial Associate -Sales and Order Fulfillment Specialist. This position is integral to the company's growth and presents a unique opportunity to work with a wide range of clients and product lines.

The successful candidate will coordinate sale orders and fulfillment with our sales team and clients. Additionally, this individual will maintain client registrations for hardware warranty and software maintenance and coordinate proactive outreach to our clients regarding renewals and similar opportunities.

### Key Responsibilities:

- Support the fulfillment of client sales and e-commerce orders.
- Respond to incoming customer sales inquiries via phone, email, and the Waypoint website.
- Update and maintain Waypoint's product registration system database and communicate with clients regarding hardware warranty and software maintenance expiration dates.
- Identify and coordinate new warranty and software sales opportunities with Waypoint sales consultants and clients.

### Qualifications:

- College degree, preferably a bachelor's degree.
- A minimum of 2-5 years of experience in a related position and field is preferred.
- Relevant experience in the Geospatial industry and existing knowledge of Trimble products and solutions is preferred but not explicitly required.
- Strong technical skills to develop programs and systems to improve operation efficiencies.
- Proficient in Microsoft Office Suite.
- The ability to lift items to 50 pounds.
- This is an in-person position.



## Compensation and Benefits:

The starting pay rate for this position is \$27.00 - \$32.00 per hour, based on experience. Additionally, there is the opportunity to earn additional compensation during the year based on overtime and performance.

In addition, the following employee benefits would be offered:

- 15 paid vacation days in the first year of employment, increasing to 20 days per year after five years.
- 40 hours of paid sick time per year.
- Health insurance coverage: Waypoint covers 70 percent of individual and family plan premiums.
- Eligibility to participate in a company-sponsored retirement plan within two years of employment or sooner: Company matches up to 4%.
- Eligibility to participate in a periodic incentive bonus program, whereby you could receive discretionary bonus payments based on personal performance and company profitability.
- Participation in the Professional Development program: The company covers the cost of essential training and potentially the shared cost of other mutually beneficial discretionary training and education.

An evaluation will be performed after six months of employment. At that time, we will reassess the salary level and benefits and make any appropriate adjustments based on progress and performance.

If you meet the requirements and are excited about this opportunity, please submit your resume and cover letter for consideration. We look forward to hearing from you!