



Technical and Administrative Assistant

Who is 7thSense?

7thSense Design is a privately owned creative software and technology solutions company with offices in Sussex, Detroit and Orlando. Established in 2004, we specialize in advanced Media Serving for markets such as Theme Parks, Planetaria, Live Events, 3D Entertainment Theatres and Visitor Attractions.

With our in-house developed Delta™ Media Server solution, we've sold over 4000 servers worldwide to a variety of prestigious facilities. These include a lot of the big-name Theme Parks, many famous Museums, Digital Planetariums, 3D Theaters, Airports, Live Events and more. We also have a big customer base in the Digital Signage and Live Events market.

About the Role | Who are we looking for?

The successful candidate will be responsible for:

- Working closely with the local Orlando staff and interface with our Detroit office as well as the UK-based managing director and administrative team.
- Providing administrative support, including but not limited to, getting involved with the full spectrum of daily office activities such as:
 - Liaising with our Detroit and UK main office administrators to stay in coordination and represent their needs within this office.
 - Equipment/assets tracking and logistics.
 - Shipping and Receiving logistics.
 - Equipment stock levels monitoring.
 - Pantry supply upkeep.
 - Assist with meeting coordination both local and for those traveling.
 - Purchasing.
 - Database administration.
- Visitor/training preparations and recordkeeping.
- Working with the team to propose workflow improvements to enhance the efficient operation of an international business.
- Setting up equipment for testing and training, including media servers, show controllers, network switches, and displays.

Mandatory Skills and Experience | The 'Must-Have's

Candidates must have experience of working in all the following areas, with evidence of regular use in the last 6 months an absolute essential:

- Office suite of applications.
- A can-do attitude - we are a small team, and everyone wears many hats.



Additional Useful Skills | The 'Helpful to Haves'

- An interest in high-end computing / Audio Visual technologies
- Interest in the themed entertainment / museum industry
- General business knowledge
- Database management

Location

7thSense Design
4207 Vineland Rd Suite m1, Orlando, FL 32811

For more information, please contact us on:

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No Agencies, please.