

The logo for exocad, featuring the word "exocad" in white lowercase letters inside a purple rectangular box.The logo for align, featuring the word "align" in a dark grey sans-serif font. The letter "i" has a small blue dot above it.

## Join a team that is transforming smiles, changing lives.

At Align Technology, we believe a great smile can truly transform a person's life, so we create technology that gives people the confidence to take on whatever's next. Since April 2020 exocad is part of Align Technology. exocad is founded in 2010 as a spin-off of the world-famous Fraunhofer Institute for Computer Graphics Research and develops CAD software solutions for digital dental technology. International customers include well-known companies in the dental industry. You can find more information about exocad on [exocad.com](http://exocad.com).

Ready to join us?

## About this opportunity

As a member of our US Team, the Administrative Assistant / Bookkeeper is a full-time position that reports to the President and provides support to management staff for clerical and travel needs and assists the Accounting and Marketing departments with bookkeeping and event coordination.

## In this role, you will...

- Assist the Accounting department in clerical bookkeeping duties as entries for A/R; A/P, internal expenses, and invoices.
- Generates and reviews internal reports.
- Assists the Marketing department in all trade show event's needs.
- Responsible for hotel reservations flights/transportation booking and corporate dinners.
- Assist members of management (President, Marketing, Dir of Sales; Dir of Customer Service) with travel logistics.
- Responsible for order and monitor office supplies.
- up to 20% travel domestically and internationally.

## In this role, you'll need...

- 3-5 years of experience in general Administrative/clerical duties.
- 3-5 years of experience in bookkeeping (QuickBooks or similar software).

- 3-5 years of experience MS Office (Excel and Word proficiency)
- Experience in A/R and A/P tasks.
- Experience in CRM systems and databases.
- Excellent communication and organizational skills, with special attention to details.
- Perform multiple tasks concurrently and respond to urgent situations effectively.
- Experience with PowerBI is a plus.
- Experience with the medical device environment is a plus.
- Other languages are welcome.

## Sound like a good fit?

Great! Click the Apply button to let us know you are interested.

Not the right fit? You can join our Talent Community to receive notifications of new job postings in your desired career area or can click on the "Share Job" social media buttons to share this opportunity with others in your network.

## About Align

Align Technology is a publicly traded medical device company that is changing lives through better smiles. Our global team of talented employees develop innovative technology, tools and treatment options to help dental professionals worldwide achieve the clinical results they expect. Our digital ecosystem combines the power of technology to create beautiful smiles through the integration of AI and machine learning, digital imaging and visualization, biomechanics and material science to develop the Invisalign system, the most advanced clear aligner system in the world; iTero Intraoral Scanners and OrthoCAD digital services. Did you know? Align is the world's largest manufacturer of custom 3D-printed materials.

By joining Align, you will be part of a global, fast-growing company in one of the most dynamic industries. Great people, innovative technologies, and meaningful work – these are just some of the things employees say make Align Technology a great place to work.

Align Technology is an equal opportunity employer. All applicants will be considered for employment without attention to race, color, religion, sex, sexual orientation, gender identity, national origin, veteran or disability status. We also respect your privacy. Please review our [Applicant Privacy Policies](#) for additional information.