



Data Coordinator

About Us:

AkitaBox is a rapidly growing company of about 30 people, headquartered in downtown Madison, WI. We were founded in August of 2015 by a nuclear engineer, a building technology guru and a lifelong salesman who had a vision to advance the built environment to improve the lives of others. Our software-as-a-service product helps building managers and operators automate their manual maintenance processes, saving them time, money, and likely a few choice words. With our ridiculously easy to use software interface, phenomenal customer success and efficient implementation; our product is selling faster than a newly launched Tesla. If you're looking for a startup company that values transparency, empathy, personal AND professional growth, but still knows how to have some fun - we're the company for you. We're disrupting the world's largest market - the world you and we live in. Our team is expanding rapidly, and we want you to help us continue our growth.

What we'll do for you:

We practice the golden rule - we treat you as you want to be treated. We only hire people we trust (seriously it's written in our core values), so from day one, you'll be treated as an expert with valid opinions. You'll work with us, not for us. We want to help you achieve your goals, while you help us achieve ours. We have a relaxed and flexible small business work environment with tons of opportunity for growth and upward mobility. We've also got you covered with full health benefits, vacation, and paid holidays. In short, we let you be... well... You!

Who you are:

You're detail oriented, love projects, and thrive on accuracy and deadlines. You are outgoing, rarely get flustered and can work with anyone. Conversation comes easy, but so does planning, organization and motivation. Traveling is convenient and appealing to you - you're curious about the world around you.

What you'll do:

As a Data Coordinator, you'll work on our Customer Success team within the implementation process. You'll be responsible for gathering building data from our clients, putting that data into AkitaBox and verifying the data's accuracy by traveling onsite. This will require some nationwide travel, so you must be comfortable with a flexible schedule. You'll also learn all about the tools required to create digital representations of buildings or virtual environments. If that sounded like gibberish to you, don't worry,



our robust training program will get you building right away. We also hope you like silly office trophies and delicious treats.

Your qualifications:

You must have a good understanding of Microsoft Office, particularly Excel. You should also be comfortable meeting deadlines, working in a fast paced (but fun!) environment, and be able to work with minimal supervision. Interacting with people is a piece of cake, and you're comfortable with all levels of backgrounds and personalities. You don't need building management or maintenance industry knowledge to do well here, but it is a plus! We require a HSED, GED or equivalent. If you have an associate's, bachelor's, experience with quickbooks or copywriting - even better!

How to apply:

If you like what you see here, please apply using the form on our Careers page. A real human (me, Clara Buenzow) will review your information and get back to you if we think you're a great fit.