



CZERO

Job Opening – Office Administrative Assistant

Posting#: 2017-006

Date of posting: October 5, 2017

Location: Fort Collins, Colorado 80524

Time commitment: Part Time

Reporting structure: Reports to Chief Operating Officer

Travel requirements: None anticipated

JOB DESCRIPTION

Czero seeks a motivated Administrative Assistant to work with our growing engineering firm. Successful candidates will exhibit excellent customer service and be outcome-oriented. The ability to work in a fast-paced environment with strong attention to detail is essential. You will feel welcomed and fully engaged in our collaborative work environment and be presented the opportunity to positively impact Czero and grow with the company in terms of skill set and responsibilities.

Essential for this position

- Strong administrative and customer service orientation
- Self-motivated, personable, persistent, organized
- A creative mind with an ability to suggest improvements
- Ability to manage multiple responsibilities with high accuracy and attention to detail
- Proficiency in English and in MS Office
- Excellent written and verbal communication skills
- Commitment to Czero goals and a desire for continuous improvement

Representative tasks

- Effectively maintain paper and electronic file systems
- Office task fulfillment including: maintenance, mailing, supplies, errands, purchases, travel
- Schedule internal and external meetings and appointments
- Data entry and file maintenance (new item set-up, Salesforce, record keeping, and others)
- Support implementation of in-house or off-site activities (events, conferences, and other)
- Provide general support to visitors

QUALIFICATIONS

Education & Experience

High School diploma and 12 months of relevant experience or equivalent training

Associates or Bachelor's degree preferred

Additional consideration given to those with experience in these areas

- Previous office manager experience
- Experience in small business

Residency requirements

Must be U.S. citizen

The right fit for our team

We are looking for that special individual who is smart, creative, hardworking, able to handle multiple activities simultaneously. Everyone at Czero enjoys the challenge of tackling hard problems and is willing to put in the time and effort to solve them. Additionally, we have a true team environment, so it's crucial that you can collaborate effectively with diverse team members.

If you join our team, you will find Czero an interesting, challenging, and rewarding place to work. Your contributions will make a significant impact on high-profile projects that are positive for our clients, the environment and the economy.

HOW TO APPLY

Please email a PDF of your cover letter and résumé to careers@czero-solutions.com

ABOUT CZERO

An established, fast-growing mechanical engineering firm located in Fort Collins, Colorado, Czero specializes in early-stage R&D in the areas of automotive, commercial vehicles, oil and gas, and clean technologies. Our team takes on wide-ranging engineering challenges for both private and public-sector clients, developing new technologies and delivering high-quality proof-of-concept prototype systems.

We are passionate about the environment, and our work centers on scalable, cost-effective solutions to increase energy efficiency, improve energy storage and decrease harmful emissions. Co-located at the Powerhouse Energy Campus of the Colorado State University (CSU) Energy Institute, we also work closely with CSU researchers.

RECRUITERS

Please do not contact us regarding this or other positions at Czero; we already have an established relationship with a great recruiting team. Thanks!