



Czero

Job Opening – Office Manager

Posting#: 2026-005

Date of posting: May 20, 2026

Location: On-site at 1306 Blue Spruce Drive, Fort Collins, Colorado 80524

Residency Requirement: U.S. Citizen or Permanent Resident (Green Card)

Time commitment: Part Time

Reporting structure: Reports directly to the CEO

Salary Range: \$25–32 per hour, commensurate with experience

JOB DESCRIPTION

Czero is seeking a highly experienced, detail-oriented Office Manager to support our engineering firm in Fort Collins, Colorado. This role is part-time, with the opportunity to grow into a full-time position based on business needs, mutual interest, and demonstrated impact and performance.

The ideal candidate brings a decade or more of administrative experience, exceptional proficiency in Microsoft Excel, and an unwavering commitment to accuracy. You will support critical business functions, manage schedules, and coordinate communications.

If you thrive in a fast-paced, technically sophisticated environment and take genuine pride in getting every detail right, we want to hear from you.

QUALIFICATIONS

Education

High school diploma or GED required; Associate's or Bachelor's degree strongly preferred.

Experience required

Czero is seeking a candidate with a minimum of 10 years of administrative assistance or relevant business experience. This is a firm requirement.

Essential capabilities:

- Willingness to handle tasks of all kinds with a positive attitude — from building Excel reports to running errands
- Advanced Microsoft Excel proficiency — pivot tables, VLOOKUP/XLOOKUP, conditional formatting, data validation, and complex formulas; candidates will be asked to demonstrate Excel skills during the interview
- Exceptional attention to detail — the single most critical trait for this role; accuracy is non-negotiable
- Proficiency in Microsoft Office 365 (Word, Outlook, Teams, SharePoint)
- Strong self-motivation and ability to manage multiple priorities with minimal supervision
- Excellent written and verbal communication skills in English
- Highly organized with a systematic approach to tracking tasks and deadlines
- Personable, collaborative, and professional in all interactions with team members, clients, and vendors
- Discretion and sound judgment when handling confidential information
- Clean background check and clean driving record required
- Maintain and improve organized paper and electronic filing systems; manage office supply inventory, mailing, and shipping
- Schedule and coordinate meetings, appointments, and travel

Additional consideration given to those with experience in these areas:

- Accounting or bookkeeping experience (QuickBooks or similar)
- Experience with Salesforce or comparable CRM platforms
- Familiarity with federal contracting, government invoicing, or proposal support
- Experience in engineering, R&D, cleantech, or government contracting environments

The right fit for our team

We are looking for an individual who is authentic, organized, proactive, and highly detail-oriented, with the ability to handle multiple activities simultaneously and build strong relationships both internally and externally. The right candidate understands that in a small firm, everyone pitches in — and takes as much pride in keeping the office running smoothly as they do in delivering polished, accurate work product. 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.

This role begins as part-time, with the opportunity to grow into a full-time position based on business needs, mutual interest, and demonstrated impact and performance.

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.

Benefits

Job Opening – Office Manager – 2026-005

Czero offers a flexible and collaborative workplace with competitive pay and a generous benefits package, including:

- Flexible schedule
- Paid time off, accumulating from your first day
- Annual discretionary bonus and salary adjustments
- Opportunity to grow into a full-time role
- Other duties as assigned per business need
- Supportive team environment at a mission-driven engineering firm

HOW TO APPLY

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

ABOUT CZERO

Czero is a dynamic, rapidly evolving engineering services/contract research and development firm committed to delivering high-quality solutions to our clients. Czero specializes in early-stage R&D in the areas of cleantech, energy, power generation, and transportation. We are 19 years old and have delivered over 450 projects to date. Our clients include the Department of Energy, the Department of Defense, National Labs, Universities, and companies of all sizes including start-ups. Our team takes on wide-ranging engineering challenges, 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 delivery, and decrease harmful emissions. Czero has a strong network of partner companies, suppliers, and university collaboration partners, including Colorado State University often working with university researchers on cutting edge technology development.

We celebrate employment diversity, equity, and inclusion. We encourage applications from all qualified individuals and do not discriminate based on disability, race, ethnicity, religion, gender, sexual orientation, age, veteran status, or any other basis protected under federal, state, provincial or local laws. Czero is an equal opportunity employer.

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!