

Czero, Inc.

Job Opening – Business Operations & Administrative Coordinator – Part Time

Location: On-site in Fort Collins, Colorado

Time commitment: Part-Time, 20–25 hrs/wk

Reporting structure: Reports to Company Leadership

Salary range: \$24–32/hr (depending on experience)

JOB DESCRIPTION

Czero seeks an organized, hands-on Business Operations & Administrative Coordinator to support daily operations across its engineering services and in-house manufacturing businesses. This role is the central coordination point for customers, vendors, jobs, purchasing, shipping, accounting, quality systems, office administration, and management reporting.

The ideal candidate moves easily between detailed admin work and fast-paced problem solving, with strong follow-through, sound judgment, accurate recordkeeping, and the ability to manage many priorities with limited supervision.

QUALIFICATIONS

Requirements

- 3–5 years of experience in business operations, office administration, project coordination, purchasing, customer service, or a related role.
- Exceptional organization, attention to detail, follow-through, and ability to manage competing priorities.
- Strong written and verbal communication skills; confidence working with customers, suppliers, technical staff, production personnel, and leadership.
- Proficiency with Microsoft Excel, Word, Outlook, PowerPoint, and SharePoint; ability to learn new business systems quickly.
- Ability to work independently, recognize when an issue needs escalation, and close the loop on open actions.
- Valid driver's license and ability to make occasional local vendor pickups or deliveries.

Preferred Qualifications

- Experience in a machine shop, engineering services firm, contract manufacturing business, or other technical small-business environment.
- Experience with ERP, timekeeping/project-management, CRM, shipping, or inventory-management systems.
- Working knowledge of QuickBooks or similar accounting software, including estimates, invoices, purchase orders, AP, and AR.
- Familiarity with ISO 9001, document control, calibration records, Certificates of Conformance, material certifications, RMAs, or supplier corrective actions.
- Experience creating operational forecasts, earned-value reports, productivity metrics, or management dashboards.

REPRESENTATIVE TASKS

Job, Quote & Production Coordination

- Set up and maintain accurate job and quote records in QuickBooks, BigTime, SharePoint, and other systems.
- Track work from RFQ through production, shipping, billing, and closeout; communicate status changes to management and customers.
- Organize customer drawings and documentation, set up quote/job folders, and track won/lost/pending status and lost-opportunity reasons.
- Obtain vendor and subcontractor quotations, follow up on outstanding customer quotes, and help improve estimating and quoting processes.
- Coordinate outside processing; issue POs, monitor schedules, and resolve delays.
- Participate in job and work-in-process review meetings and support operational improvement efforts with the production team.

Customer Service, Shipping & Documentation

- Serve as the customer point of contact for quotes, job status, completion, pickup, and shipment questions.
- Provide proactive job-status updates and promptly notify customers when work is complete.
- Package, label, and ship parts via FedEx, UPS, or customer pickup; manage inbound/outbound logistics.
- Close completed jobs only after required documentation, shipping, and billing activities are complete.

Purchasing & Vendor Management

- Purchase raw materials, tooling, and shop supplies identified by others.
- Create and track purchase orders through delivery; follow up with vendors regarding schedules, invoices, and discrepancies.
- Onboard vendors, including credit applications, NDAs, account setup, and required documentation.
- Investigate and resolve purchasing, delivery, shipping, and vendor issues; occasionally pick up or deliver materials locally.

Accounting & Administrative Support

- Enter and reconcile vendor bills and customer invoices in QuickBooks; maintain orderly supporting records and financial files.
- Send estimates and invoices, process payments, and follow up on past-due AR.
- Prepare checks for signature and mailing, make bank deposits, reconcile petty cash, and help resolve billing, payment, and sales-tax discrepancies.
- Collect information needed to establish new customer accounts and support credit applications, NDAs, tax documents, and customer portal registrations.

Management Reporting & Operational Analysis

Prepare weekly updates for management.

- Maintain project, staff-availability, legal-document, productivity, forecasting and basic financial tracking spreadsheets
- Track job performance against targets and help identify bottlenecks, schedule risks, and opportunities to improve throughput.

Office & General Business Support

- Maintain CRM contacts, create Outlook contacts from business cards, review visitor logs, collect and distribute mail, and monitor office-supply needs.
- Coordinate annual performance-review scheduling and peer-review logistics.
- Support office upkeep, including the kitchen, plants, and general shared-space organization.
- Plan company social events.
- Troubleshoot routine computer, software, printer, and system-access issues and coordinate additional support when needed.
- Take on miscellaneous projects and responsibilities typical of a dynamic small-business environment.

WHAT SUCCESS LOOKS LIKE

- Jobs, quotes, purchase orders, customer records, and financial documents are accurate, current, and consistent across systems.
- Customers and managers receive timely, proactive updates, and open issues do not stall because of missed follow-up.
- Materials, outside processing, shipping, invoicing, and closeout activities occur on schedule with complete documentation.
- Management reporting is accurate, decision-useful, and delivered on time.
- Administrative records remain organized and audit-ready.

WORK ENVIRONMENT

This hands-on role supports both office and manufacturing operations — regular computer and phone work, customer/vendor interaction, movement through office and shop areas, occasional shipment handling, and occasional local driving. Priorities can shift quickly in this small-company, cross-functional setting.

ABOUT CZERO

Czero is an 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 completed over 450 projects. Our clients include the Department of Energy, the Department of Defense, national labs, universities, and companies of all sizes including start-ups.

Our Fort Collins facility also includes our own machining and fabrication shop, which supports Czero's advanced engineering and R&D activities with custom and prototype parts, and extends that same capability to outside customers on a job-shop basis, with a focus on small-quantity orders, fast turnaround, and high-quality parts.

We celebrate employment equity and diversity. 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!

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