



Czero, Inc.

Job Opening – Administrative Assistant/Business Support Specialist

Posting#: 2024-001

Date of posting: March 15, 2024

Location: Fort Collins, Colorado 80524

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

Time commitment: Full Time

Travel requirement: None anticipated

Reporting structure: Reports to CEO

Salary Range: \$40,000 - \$65,000 (depending on experience)

JOB DESCRIPTION

Czero seeks a motivated Administrative Assistant/Business Support Specialist to work with our 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 with the opportunity to positively impact Czero and grow with the company in terms of skill set and responsibilities.

Our Administrative Assistant role immerses you in the core of our operations. You'll support crucial functions, manage schedules, coordinate meetings, and work closely with team members at all levels. This role is more than administrative duties; it's your entry into understanding the complexities of small business operations, including interacting with leadership, and contributing to strategic decisions.

Essential for this position

- Strong administrative and customer service orientation
- Self-motivated, personable, persistent, flexible, organized and collaborative
- 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 365
- Excellent listening, 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 guests and visitors
- Manage procurement (quotes, ordering, receiving, vendor correspondence)
- Support business development activities (project tracking, lead generation, and others)
- Assist HR (hiring activities, onboarding, internships, and others)
- Assist Accounting (A/P, A/R, data entry into Quickbooks)

QUALIFICATIONS

Education & Experience

Bachelor's degree preferred

Minimum of 5 years of experience

Additional consideration given to those with experience in these areas

- Previous office management experience
- Business development and lead generation
- CRM systems, especially Salesforce
- Quickbooks
- Social media skills, especially LinkedIn
- Market research
- Working with service companies
- Working with engineering companies
- Working with the government

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.

Benefits

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

- Employer sponsored health insurance
- Employer paid long term disability
- 401k retirement plan with employer match
- Flexible, work schedule
- Paid time off, accumulating from your first day
- Annual discretionary bonus and salary adjustments

HOW TO APPLY

Please email a PDF of your cover letter and résumé 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 17 years old and have delivered on over 400 projects. 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. 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.

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!