



## Czero, Inc.

### Job Opening – Administrative Assistant

Posting: 2024-008

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**Date of posting:** December 18, 2024

**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 (15-20 hours/week)

**Reporting structure:** Reports to CEO

**Salary Range:** \$20-\$23 per hour

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#### JOB DESCRIPTION

Czero, Inc. seeks a motivated part-time Administrative Assistant to work with our engineering firm in our Fort Collins, Colorado office. 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'll support crucial functions, manage schedules, coordinate meetings, and work closely with team members at all levels.

#### Requirements

- Strong administrative and customer service orientation
- Self-motivated, personable, persistent, flexible, organized and collaborative
- Ability to manage multiple responsibilities with high accuracy and attention to detail
- Proficiency in English and Microsoft Office 365
- Excellent listening, written and verbal communication skills
- Clean background check and driving record

#### Representative tasks

- Effectively perform data entry and maintain paper and electronic file systems
- Fulfill essential office tasks - assist with facility upkeep and maintenance, manage mailing and shipping, stock supplies, coordinate purchases, arrange travel
- Run errands - deposit checks at bank, drop off mail/packages, local purchases
- Manage procurement - obtain quotes, order, track, receive, correspond with vendors
- Welcome and provide general support to guests and visitors
- Schedule internal and external meetings and appointments
- Support implementation of in-house or off-site activities like events, conferences, and other
- Other duties as assigned

#### QUALIFICATIONS

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## Education & Experience

- Bachelor's degree preferred
- Minimum of 2 years of administrative assistance experience

## Additional consideration given to those with experience in these areas

- Accounting experience

## 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.

## 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 18 years old and have delivered 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!