



## **Position for an Administrative Assistant**

We are a small engineering firm: 7 full time engineers and a few part-timers. We have several non-engineering duties that are available for the applicants depending on their skills and qualifications. For the right person, there is a potential for advancement in the company as well as switching to full time after a 6-month period. The more duties he/she can handle the better. We can provide some training.

### **Description of Duties:**

- General clerical duties including filing, phone answering, ordering supplies, booking travel, arranging telecom, data entry in Word, Excel and PowerPoint and updating our website.
- Bookkeeping: entering data in our software (we use SAGE/PEACHTREE but can switch to QUICKBOOKS). Reconciling checkbook with software
- Marketing: assist the senior staff in marketing our products and services and in researching opportunities and companies on the web.

### **Requirements:**

- Must be familiar with Microsoft Office and the internet
- Must be self-motivated, able to work independently and follow through on a task
- Must be a US citizen (preferred) or a Permanent Resident

### **General:**

Founded in 1987, BlazeTech is a leader in providing R&D, product development and computational services in energy, environment and safety for civilian and military applications. Over the years, we have developed innovative and cost-effective solutions for many problems of national importance.

BlazeTech bridges the gap between academia and industry and between theory and practice. Our projects include multi-disciplinary, cutting-edge work in areas in technical areas with high potential for market impact. We perform work similar to the R&D department of a major company but our flexibility allows us to be more responsive to current issues. For the self-motivated, the opportunities for innovation and achievements abound. More information can be found at [www.blazetech.com](http://www.blazetech.com).

Please send resume and salary requirements (\$/hr) to BlazeTech Corp., 29B Montvale Ave., Woburn, MA 01801 or email [office@blazetech.com](mailto:office@blazetech.com).