



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.

Please send resume and salary requirements to BlazeTech Corp., 29B Montvale Ave., Woburn, MA 01801 or email office@blazetech.com.