

## **Junior Administrative Assistant** CTC Technology & Energy - Kensington, MD 20895

CTC Technology & Energy (CTC) is an established consulting firm that offers a challenging work environment combined with reasonable hour expectations and an emphasis on work-life balance. To build our growing team, we seek highly motivated and self-reliant **Junior Administrative Assistant** for a full-time position.

Salary range \$15-18/hr based on experience and qualifications.

### **The following factors matter to us:**

- You are self-directed, highly motivated, and interested in learning;
- You value independence and quality of life, and being treated with respect by your employer and colleagues;
- You seek a challenging, exciting job and co-employees (and customers) with the same vision;
- You are interested in collaboration and accomplishment;
- You want to work hard in a fast-paced, but reasonable environment.

### **Desired Skills & Experience**

#### **The following experience for this position matters to us (any or all of these are a plus):**

- You have 1-3 years of experience working in an office environment;
- You are proficient in Microsoft Office 365 and Outlook;
- You have an intermediate skill level using Excel;
- You have experience with data entry tasks;
- You have experience answering phones and handling customers;
- You are a conscientious professional who has a pleasant phone manner and excellent organizational skills;
- You have the ability to complete assignments with minimal supervision;
- You have a reputation for follow-through, timeliness, and attention to detail;
- You are organized and motivated to provide project support as directed.

### **About the Job:**

#### **This position will include the following tasks:**

- Screen telephone calls, distribute mail, update contact lists and maintain conference room;
- Receive visitors and customers in person and direct to appropriate parties;
- Maintain accurate files of all office related issues, ensuring files are up to date and complete;
- Type letters, reports and other correspondence;
- Complete data entry and filing tasks;
- Order office supplies;
- Coordinate and implement special projects; maintain confidential files;
- Communicate with managers outside the local office and across functions; communicate with outside customers and vendors.

**About this company:**

CTC is a vibrant, fun, exciting workplace with some of the most complex networking projects in the country. These include metropolitan area fiber networks, nationwide fiber access architectures, developing national broadband policies, planning the implementation of the FirstNet public safety wireless broadband network, and deploying new generations of wireless technologies. We want to hire superstars who do amazing work.

We hire only people who meet our standards for both seriousness of purpose and commitment. You must show us that you have high integrity, ability to meet deadlines, maturity, and flexibility. And we'll expect you to provide evidence of appropriate presentation and writing ability. If you are the right fit for us, we can offer you unique work situations—if you need flexibility in hours, we can accommodate that, and we have many employees who telework. All options are possible for outstanding, motivated employees.

If you are interested in this vision of the workplace—and in joining an amazing team of motivated engineers and project managers, send us your resume and salary history.

Competitive salary and benefit package. An Equal Opportunity/Affirmative Action Employer.

Location: Kensington, MD with clients nationwide

- Compensation: Salary based on experience and education
- Principals only. Recruiters, do not contact
- Please, no phone calls about this job
- Please do not contact job poster about other services, products, or commercial interests