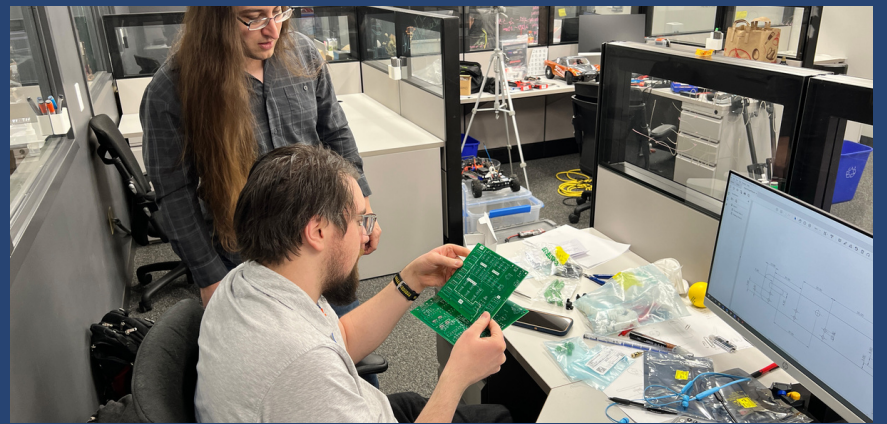




WE ARE HIRING:

EXECUTIVE ASSISTANT

We are looking for an Executive Assistant to join our team. In this role, you will report directly to our CEO and support our CEO and engineering staff in administrative tasks in a relaxed and flexible office environment. The ideal candidate will have experience assisting executive staff, creativity, organization, and follow-through when completing tasks.



Benefits package includes healthcare & dental, retirement matching, profit sharing, short-term disability, continuous training & development, and flexibility.

Typical Responsibilities:

- Coordinate project reports, vendor bills, employee benefits, etc.
- Prepare monthly newsletter and weekly Social Media posts
- Update website content by uploading photos and generating text
- Manage job postings & initial screening of new hires
- Manage CEO's calendar
- Coordinate in-house tours and events
- Receive incoming calls and packages
- Organize and manage office supplies

Qualifications:

- Proficiency with Microsoft Office365
- Strong understanding of Social Media Marketing
- Excellent written communication skills
- Friendly and outgoing interpersonal vibe
- High School degree
- 3+ years experience in an administrative role
- US Citizenship required (NISPOM)

APPLY NOW

Root3 Labs is an engineering R&D company specializing in the design, research, and development of electromechanical devices for medical device and defense industries. Our expert engineering staff helps device manufacturers and DoD Laboratories turn problems into prototypes and prototypes into finished products.

410-701-0164 | www.Root3Labs.com
11408 Cronridge Drive, Suite C, Owings Mills, MD 21117