



Administrative Assistant

Job Summary:

- The ideal candidate will utilize superior common sense while functioning with a high level of proficiency in a fast-paced and rapidly changing environment; will be detail-oriented and professional, and be able to handle multiple tasks with appropriate prioritization; must provide excellent customer service and public relations, and exhibit a high level of professionalism; must be self-directed and demonstrate effective problem-solving skills and superior organizational skills; and must be flexible in terms of ever shifting priorities and deadlines.

Duties and Responsibilities:

- serve as right hand of the principles of the company and act as a liaison with all points of contact
- prioritize incoming and outgoing correspondence and email to maximize executives' time
- screen incoming and initiate outgoing calls for Executives
- coordinate Executives' calendar/appointments
- prepare reports by researching topics on Internet and other sources
- maintain client contact information via telephone Outlook and ACT
- interface and negotiate with all levels of the organization and the community,
- perform advanced word processing, graphics, spreadsheets, database information, and presentations
- The responsibilities include filing, mailing, email, phones, scheduling, data entry, customer contact verification

Knowledge, Skills, and Abilities:

- The ideal candidate will be proficient in Word and Excel and have a working knowledge of ACT.

Credentials and Experience:

Please send resumes to:

Evex Inc.,
857 State Road
Princeton, NJ 08540
hr@evex.com

We're Evex Inc., one of the world's leading manufactures of sensor and sensor systems for Nanotechnology and Homeland Security.

In exchange for your hard-work and commitment, we offer you a competitive base wage, a comfortable atmosphere, the potential for advancement.

(T) 609-252-9192

Evex Inc.,
857 State Road Princeton, NJ 08540

(F) 609-252-9091