

American Technology Consulting

Job Description:

Requisition Number 13-107
Internal Company ATC
Division LAB/ATC/NAVI
Project In-hoouse
Job Title: Office Admin (Entry to 1-5 yrs Mid Level) - P/T
Open: 1
Pay Scale: OPEN
Location: Fairfield County
Country: United States
City: Ridgefield
State: CT
Job Type: Office Administrator

Job Description: Primary Responsibilities:

- Lots of phone contact
- Proactively managing calendars
- Managing and coordinating meetings and event logistics
- Supporting individuals or teams with a variety of office tasks
- Partnering with the team to improve the effectiveness of the department
- Good communication
- Operate the Salesforce CRM system and ensure authentic information is available with the company
- Should have ability to multitask and handle conflicts in the business
- Target oriented and believe in team work
- Should possess ability to work individually in certain situations
- Fast typing skills

Pluses:

- Salesforce CRM Software Experience, Google Docs, Power Point, MS Office Suite
- Experience selling IT or Business Services

Contact

Human Resources: HR@atclp.com

Email copy of resume as a Word Document. Please no calls at this time.

American Technology Consulting(ATC) is a full service Agile based IT and Business Consulting Company that is dedicated to creating jobs in America. Offering Web Solutions, Networking Solutions, Agile Training, IT and Business Advisory Services to public and private companies on a global scale. We are a firm believer with Agile Development methodology and result driven deployment. For more information: www.atclp.com

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