



## **Administrative Assistant**

Full Time, Immediate Availability

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QuesTek Innovations LLC, located in Evanston, IL, is a leader in the field of Integrated Computational Materials Engineering (ICME). QuesTek uses its proprietary *Materials by Design*<sup>®</sup> expertise to rapidly develop next-generation materials needed for demanding applications in the aerospace, automotive, and energy sectors.

QuesTek is a privately-owned company and is a fast-paced, exciting, and collaborative work environment that requires accountability for results. QuesTek personnel consist of a strong achievement-oriented team, focused on sustained profitable growth.

QuesTek has an opening for an experienced Administrative Assistant with a history of meeting goals and objectives. This position reports directly to the Director of Finance. This position will take hands-on ownership of the office needs.

Key responsibilities include the following:

- Coordinate various office responsibilities
- Event planning
- Office repairs and maintenance
- Office and kitchen supplies
- Employee expense inputting and reporting
- Complete various surveys, census and other government reporting
- Assist with various accounting functions as needed
- Act as an accounting department backup for accounts receivable and payable

Strong interpersonal skills with the ability to work effectively with a technically-oriented employee team. Excellent communication and administrative skills, and superior attention to detail are essential. Familiarity with Accounting software systems.

Our company benefits are excellent including medical, HSA, vision, dental, disability and 401k. Our compensation programs are market competitive.

Interested candidates shall submit their resumes and other information via the Careers page of [www.questek.com](http://www.questek.com). No phone calls, please.