



OFFICE MANAGER/ EXECUTIVE ASSISTANT

We are looking for talented people that are out of the box thinkers and want to work in an environment where you can make a big difference. If you want to work for a company that has a multitude of areas for you to learn and grow in, has a small company atmosphere with the security of a larger company, and work with a top-notch team with extremely talented engineers and fascinating technology, then this is the place for you.

We are looking for a service minded, competent and pleasant individual that has good common sense and a desire to excel in everything they do. They will administer and execute a variety of general office and administrative activities that support the site and CEO.

The ideal candidate will be well versed in MS Office and Outlook software, have experience in business communications, customer marketing, entering and tracking data in systems and who can map out and run projects as assigned, also have strong problem solving and analytical skills, will be inquisitive, cooperative, adaptable to changing priorities, good verbal and written communication skills, service minded, listens to feedback and incorporates it into their thinking, has attention to detail, ability to work independently, ability to learn and apply new skills, has a commitment to quality,

Duties and Responsibilities Include:

- Help with CEO calendar and correspondence
- Organize All-hands meetings, general internal and external meetings, and board of directors meetings
- Consolidate and prepare a variety of presentation materials
- Attend management meetings and take notes
- Answer main line and direct calls
- Book company travel (including passport renewal, Visa's)
- Order meals for various activities when requested
- Manage Conference room calendar
- Manage NDA and Customer databases
- Manage company cell phones
- General filing, including customer contracts
- Coordinate Office functions and parties
- Administratively supporting interviewing processes as needed
- Maintain and Order office supplies; order Business cards and nameplates
- Maintain Nerac account (which is used to order patents, articles and technical papers)

Competencies:

- Problem Solving - Uses reason even when dealing with emotional topics.
- Project Management - Coordinates projects.
- Customer Service - Responds promptly to customer needs; Meets commitments.
- Interpersonal Skills - Maintains confidentiality.
- Oral Communication - Listens and gets clarification.
- Teamwork - Contributes to building a positive team spirit.

- Motivation - Demonstrates persistence and overcomes obstacles.
- Planning/Organizing - Prioritizes and plans work activities; Uses time efficiently; Organizes or schedules other people and their tasks.
- Professionalism - Approaches others in a tactful manner; Reacts well under pressure; Treats others with respect and consideration regardless of their status or position; Accepts responsibility for own actions; Follows through on commitments.
- Quality - Demonstrates accuracy and thoroughness; Looks for ways to improve and promote quality.
- Quantity - Completes work in timely manner.
- Safety and Security - Observes safety and security procedures; Reports potentially unsafe conditions; Uses equipment and materials properly.
- Adaptability - Manages competing demands; Able to deal with frequent change, delays, or unexpected events.
- Attendance/Punctuality - Is consistently at work and on time; Ensures work responsibilities are covered when absent; Arrives at meetings and appointments on time.
- Dependability - Follows instructions, responds to management direction; Takes responsibility for own actions.
- Initiative - Undertakes self-development activities; Asks for and offers help when needed.
- Innovation - Meets challenges with resourcefulness; Generates suggestions for improving work.

Education

- Associate's degree (A. A.) or equivalent and two plus years related experience and/or training; or equivalent combination of education and experience.

About Silicon Light Machines

Our company has a casual working environment, but has high standards of performance. We are a family-like, dedicated group committed to continuously improving our technology for our current customers but are also excited about our research on novel spatial light modulators meeting the needs of emerging applications. Go to our website at www.siliconlight.com for more information on our technology and about our company.

Generous Benefits

- Paid Time Off and paid Holidays
- Medical, Dental, Vision, Life Insurance
- Tele-Doc
- Flexible Spending Accounts
- Long Term Disability
- Long Term Care
- Employee Assistance and Wellness Programs
- 401k with company matching

Qualified candidates please send resume to: HR@siliconlight.com