

## **ADMINISTRATIVE ASSISTANT**

Hamilton Associates, Inc., a multi-divisional manufacturing company located in Owings Mills, Maryland is currently seeking an experienced Administrative Assistant to provide front-desk and general administrative support. For additional information about our company and each of our divisions and our product lines, please visit our websites at [www.hamiltonassoc.com](http://www.hamiltonassoc.com), [www.atitest.com](http://www.atitest.com), [www.elscoguides.com](http://www.elscoguides.com), and [www.dirtkiller.com](http://www.dirtkiller.com).

This is an ideal opportunity in an ideal office setting for an individual with excellent customer service and solid administrative skills. We are looking for candidates with a minimum of 3 years related administrative/customer service experience, preferably in a fast-paced, multi-disciplined technical environment. As our Front-Desk Administrative Assistant, you will have overall responsibility for providing a wide-range of administrative and office support to various departments throughout the company, including our Accounting, Engineering, Sales, Customer Service, Materials Control and Human Resources Departments. You will also be responsible for directing all incoming phone calls, greeting visitors, handling all incoming and outgoing mail, ordering and maintaining office supplies, and assisting with special projects as needed.

In addition to related experience, the ideal candidate will be a warm, friendly, self-starter who possesses excellent organizational and communication skills and the ability to handle multiple priorities in a fast-paced environment. Excellent WORD, EXCEL and computer/data entry skills are required. Experience in a technical or engineering environment is a plus!

We offer an attractive compensation plan and a comprehensive benefits program, including paid vacation, sick time, personal time, health insurance, 401(k) with matching and profit sharing, disability benefits and much more! **However, no relocation benefits are available for this position and resumes from candidates within a 30-mile radius will only be considered.**

If you are a results-oriented, self-motivated individual seeking to play a key role in the continuing growth of a reputable organization, please forward your resume and salary history/requirements to:

Hamilton Associates, Inc.  
11403 Cronridge Drive  
Owings Mills, MD 21117  
ATTN: Kathy Burke, H.R. Manager  
Fax: (410) 363-9695

e-mail: [kburke@hamiltonassoc.com](mailto:kburke@hamiltonassoc.com)