

**Position Title:** Part Time Administrative Position

**Company Name:** Systems and Materials Research Corporation (SMRC)

**Location:** Central-Austin, TX

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**Company Information:**

Systems and Materials Research Corporation (SMRC) is an Austin, Texas-based small business that develops innovative technologies to meet difficult challenges facing both military and commercial end-users. Our goal of bringing new and innovative products to market is leveraged by our staff of highly skilled professionals and the partnerships we forge with some of the leading companies and research institutions in the world. More information can be found online at [www.systemsandmaterials.com](http://www.systemsandmaterials.com).

**Position Description:**

The hired individual will be a self-starter with experience in administrative duties including filing and paper records maintenance, government property tracking and reporting, DoD security system tracking and reporting, and tracking of deliveries and shipments. Office space will be maintained at SMRC's central-Austin office.

**Key Responsibilities:**

- Filing and paper records maintenance
- Government property tracking/reporting (will train)
- DoD security system tracking/reporting (will train)
- Shipment and delivery tracking

**Basic Qualifications:**

- Familiar with Microsoft Office suite
- Experience in military paperwork and DoD processes – veterans are encouraged to apply
- US Citizen – must be capable of getting a DoD security clearance

**Compensation:** \$9 – \$11/hour depending on experience. Average work time is expected to be 20 hours per week. Some adjustments can be made to accommodate classes and similar commitments.

**To Apply:** Email a cover letter and resume to [careers@systemsandmaterials.com](mailto:careers@systemsandmaterials.com).

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*We are proud of our diverse environment, Equal Opportunity Employer. SMRC is committed to a policy of equal employment opportunity.*

*This job announcement is not designed to cover or contain a comprehensive listing of activities, duties, or responsibilities that are required by the employee.*