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**IMMEDIATE OPENING – FULL TIME POSITION**  
**• ADMINISTRATIVE ASSISTANT •**

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Diversified Technologies, Inc. (“DTI”) is an international leader in the design and manufacture of high power electrical equipment. Our exceptional engineers and scientists collaborate to develop the world’s most powerful radar transmitters and advanced pulsed power systems for commercial applications and national laboratories.

DTI is seeking an **Administrative Assistant** who is enthusiastic and highly-organized to support its fast-growing, high-technology business at our headquarters in Bedford, Massachusetts just off Routes 2, 3 and 95.

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**Responsibilities:**

- Respond to visitors and telephone calls
- Schedule meetings and maintain corporate calendar
- Coordinate travel requirements through our travel agency
- Provide general administrative support to the senior management team
- Basic office support and other administrative tasks, as necessary

**Requirements:**

- Associate’s Degree preferred
- Three to ten years’ work experience
- Strong interpersonal skills – good-natured, enthusiastic, professional communicator
- Disciplined, organized approach to resolving competing priorities
- Able to anticipate and meet deadlines
- Experience with Microsoft Office
- Experience with building security, Department of Defense personnel security systems a plus
- U.S. Citizen or Permanent Resident

**Compensation:**

- To \$22.00 per hour, depending on qualifications
  - Excellent benefits including health, dental, life, and disability insurance; 401K Plan, tuition reimbursement; paid holidays, sick leave and fifteen vacation days beginning year one
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**To Apply For This Position:** Please visit our website at [www.divtecs.com](http://www.divtecs.com) and click on “Career Opportunities” and “Voluntary Affirmative Action Form” to download our voluntary form. Then (1) send a resume to [jobs@divtecs.com](mailto:jobs@divtecs.com), and (2) if you would like to submit the Voluntary Affirmative Action Form, complete the form and include it as a signed pdf with your resume.

**DTI is an Equal Opportunity Employer: Female / Male / Disabled / Veteran**

*DTI makes reasonable accommodation for persons with disabilities to apply for employment. Contact [jobs@divtecs.com](mailto:jobs@divtecs.com) to request a reasonable accommodation.*