



Administrative and Marketing Assistant

Are you interested in being part of a team that allows you to use your administrative skills in a real-world entrepreneurial venture?

Would you like to help launch innovative technologies that will transform business communications?

If so, please apply today!

Radish Systems, LLC, an innovative leader improving the way businesses communicate with smart mobile device users, has a fast paced, team-spirited, and rewarding entrepreneurial work environment. Radish 2.0's mission is to introduce and diffuse ChoiceView™, a new communications approach that is transforming how people use smart mobile devices to transfer voice and visual information and complete transactions easily and quickly. Our co-founders, including Drs. Richard A. Davis and Theresa M. Szczurek, successfully built its predecessor, Radish 1.0, in the 1990s and created innovative communications software that became the *de facto* standard used by Fortune-100 companies, integrated into Microsoft Windows operating system, and shipping in 90 percent of off-the-shelf PCs, modems, and chip sets.

Responsibilities

Your overall purpose is to support the CEO and Radish team to successfully launch and grow Radish Systems. Based on your specific skills and background, you will NEVER GET BORED!!

- Maintain and update marketing/sales databases and online document management systems;
- Help develop, order, and coordinate materials for trade shows and other company events;
- Assist with executing a comprehensive marketing and sales campaign;
- Update and maintain media lists, materials, webpages, postings; and
- Assist with a wide variety of marketing, IT, business, travel, filing, and office duties.

Desired Qualifications

You will have the opportunity to capitalize upon your unique strengths. Preferably, you will:

- Be PC literate with Word, Excel, and PowerPoint at minimum;
- Have a car to run errands;
- Have your own PC (preferred);
- Demonstrate prior office/administrative job experience (preferred);
- Have excellent project management and oral/written communications skills;

Employment

Immediate, part-time starting as soon as possible and continuing. 10-20 hours a week, flexible to coordinate with your school/work/personal schedule. Work in a North Boulder office and report to the CEO.

Application

Review the website and job description. Submit a letter of interest and resume at www.RadishSystems.com/careers. Please note that phone calls are not accepted.

Date Issued: December 15, 2010 (open until removed from www.RadishSystems.com)