

# CED Technologies, Inc.

<https://www.cedtechnologies.com/job/admin-asst-asst-case-mgr-annapolis-md/>

## Administrative Assistant/Assistant Case Manager

Do you have an interest in Forensic Science? Have you ever wanted to be part of an Engineering Company that provides expertise on a broad range of comprehensive engineering cases? CED Technologies' success is built upon qualified and experienced professional engineers with a combination of over 180 years of engineering expertise with advanced degrees of education in mechanical engineering, civil/structural engineering, material science (metallurgy), electrical, chemical engineering, fire investigation and biomechanical engineering.

CED Technologies Inc., Annapolis, Maryland location, is currently looking for an Administrative Assistant/Assistant Case Manager who provides comprehensive administrative support to ensure the efficient operation of the office and client cases in a friendly cultured environment. This is a salaried position; annual salary is \$38,000k - \$40,000k depending on experience. The individual who fills the position is eligible for an annual incentive bonus based on company and individual performance.

### Description

The Administrative Assistant will provide comprehensive administrative support to ensure the efficient operation of the office. This role involves handling a variety of tasks related to organization and communication and requires a high level of professionalism and confidentiality. The individual must be precise and organized and possess the ability to receive and act upon direction. They should be able to work independently, collaborate with the Case Manager, demonstrate critical thinking and decision-making skills, and anticipate future activities based on current conditions.

### Primary Administrative Assistant Responsibilities

- Receive incoming telephone reception and direct the caller to appropriate personnel.
- Assess, procure, and maintain appropriate office inventory of materials
- Organize and maintain common office spaces: kitchenette, copy room, supplies, and office aquatic life.
- Coordinate and process incoming and outgoing mail and package delivery.
- Collate incoming mail for distribution of CEDs Connecticut office.
- Receive, organize, and digitize evidence paperwork for proper administration.
- Maintain a real-time inventory of retained evidence for billing processing.
- Provide monthly equipment usage tracking.
- Provide direct assistance to engineers for end-of-month billing and expense submissions.
- Adhere to proper case-closing protocol, including the collection and disposal of paperwork related to the case evidence.
- Publish monthly engineer billing and case tracking reports.
- Update and maintain CV of engineers for uniformity for publication.

### Primary Assistant Case Manager Responsibilities

- Submit Letter of Agreement/Terms and Conditions to clients for new case initiation.
- Provide reminders and inquiries to clients for pending LOAs and retainers

### Employment Type

Full-time

### Job Location (On-Site)

2444 Holly Ave., 21401, Annapolis, Maryland, United States

### Working Hours

40 hours (On-Site)  
M-F 8:30AM- 5:00PM

### Base Salary

\$ 38,000 - \$ 40,000

### Start Date

April, 2025

### Date posted

February 25, 2025

for all offices.

- Process submitted LOAs for case release to engineers.
- Assist with new case processing in the database.
- Archive case file materials at case closing.
- Administer client changes when required.
- Provide support for deposition invoicing when required.
- Coordinate, publish, receive, and process annual mass-closing of case files.

## **Required Qualifications**

- 1 to 3 years' experience is a plus.
- A professional or student earning a college degree and has a high school diploma, or GED equivalent.
- The ideal candidate must be willing to answer the phones daily and work independently.
- Excellent verbal and written communication skills (grammar, punctuation, spelling, and proofreading skills).
- Must be proficient with Microsoft Suite (Outlook, Word, Excel, PowerPoint, Teams, One Note).
- Fluent or native in speaking and writing the English language.
- Demonstrates the ability to efficiently complete detailed work.
- Comfortable with office equipment (printer, copier, fax, scanner, shredder).
- Time management skills with the ability to meet deadlines and deliver timely work.
- Demonstrates professional phone etiquette.
- Ability to take initiative and follow tasks through to completion.
- Able to proactively identify solutions to problems encountered.
- Able to effectively oversee sensitive and confidential information.
- Collaborative and friendly with the ability to work independently.
- Strong work ethic, sense of accountability.

## **Company Overview**

CED Technologies Inc., with 6 offices nationwide, is a leading mid-size growing consulting firm providing investigative engineering and accident reconstruction to some of the largest law firms, insurance companies and manufacturers. Our team of engineers and engineering consultants has advanced expertise in several areas, including mechanical, electrical, civil, marine, fire, metallurgy and mold exposure, CED Technologies, Inc. utilizes state-of-the-art technology and a proven approach to forensic investigations.

Since our first case 35 years ago, CED has been a powerful asset in thousands of investigations into the cause of accidents and product failures. Our approach-centered around sound engineering, careful testing and strict attention to courtroom needs has driven our success. Using this approach, we have built an outstanding record of positive results, making CED one of the most respected names in the forensic engineering industry.

CED is a proud member of the Military Spouse Employment Partnership (MSEP) and greatly values the dedication and expertise that military spouses bring to the workforce. Their diverse skill sets make them invaluable contributors to our nation and corporate success. We are committed to providing meaningful career opportunities at CED.

## **Job Benefits**

CED offers competitive benefits including family health, dental, vision (1<sup>st</sup> of the month), or a medical stipend, 12 company paid holidays, vacation, personal sick-safe time, STD, LTD, life insurance, voluntary life insurance, and 401K available

upon hire.

**Contact**

If you are interested, please submit your resume to [HRDepartment@CEDTechnologies.com](mailto:HRDepartment@CEDTechnologies.com) or select the “apply now” button to the right.