



## EMPLOYMENT ANNOUNCEMENT

- TITLE:** Administrative Assistant
- COMPANY:** ICx Technologies, Inc.
- LOCATION:** ICx Technologies, Inc.  
Stillwater, OK
- SALARY:** Commensurate with experience
- MIN. REQ.:**
- Min 2-5 yrs related experience
  - Must have U.S. citizenship

The Administrative Assistant position will be responsible for supporting the company's Contracts and Export Administration group. Duties will include providing administrative support, coordinating logistics and assisting with miscellaneous projects.

### REQUIREMENTS:

- Associates degree preferred
- Minimum 2-5 years related experience in a professional environment
- Intermediate to advanced working knowledge of Microsoft Word, Excel, Access and PowerPoint
- Strong writing, analytical, interpersonal and organization skills with attention to detail
- Ability to work well under pressure, multi-task and handle multiple priorities
- Ability to exercise good judgment and handle confidential and sensitive issues
- Must have U.S. citizenship

ICx Technologies, Inc. offers an excellent benefits package, 401K and paid vacation and holidays. Interested candidates should send a resume in Word or PDF format to: [careers@icxt.com](mailto:careers@icxt.com) or via fax to: (703) 678-2112 with the position title in the "Attention" line.

### ABOUT ICx

ICx Technologies is a leader in the development and integration of advanced sensor technologies for homeland security, force protection and commercial applications. Our proprietary sensors detect and identify chemical, biological, radiological, nuclear and explosive threats, and deliver superior awareness and actionable intelligence for wide-area surveillance, intrusion detection and facility security. By leveraging our unparalleled technical expertise, ICx pioneers the integration of these advanced sensors into effective security and commercial solutions.