

NOW HIRING

JST MANUFACTURING, INC.

TO APPLY:

Email your resume to
info@jstmfg.com

Fill out an application
and turn in at JST
Manufacturing, Inc.



BENEFITS

- 401K
- PTO
- VISION
- DENTAL
- HEALTH
- FULL TIME
- POSSIBLE OVERTIME AVAILABLE

SALES ADMINISTRATIVE ASSISTANT

☑ General Responsibilities:

1. General office duties and responsibilities
2. Prepares/Maintains weekly & monthly sales metrics
3. Compiles data and operates computer in performance of routine duties to maintain business records and reports.
4. Maintains filing system including filing system
5. Makes travel arrangements, including hotel and car reservations.
6. Request office supplies and maintains supply area.
7. Maintains Break Room Schedules.
8. Handles Job Shop Sales

☑ Job Qualifications:

- **Knowledge:** Microsoft Office, Windows 7 Pro (and higher); proof-reading, use of basic arithmetic, and filing necessary. Adobe Suite working knowledge (preferred).
- **Skills:** Basic-typing skills. Telephone, interpersonal, verbal/written communication skills
- **Education / Experience:** High school graduate. Two years of college (preferred) or equivalent work experience (4+ yrs similar position).

To apply, please submit your resume to:
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**APPLICATION
PROCESS:**