
BUSINESS ASSISTANT

ABOUT OUR COMPANY

The Business Assistant provides administrative support the sales and marketing team for our medical packaging engineering and testing company. We have been named one of West Michigan's "Top 50 Companies to Watch." As a young and rapidly growing organization, we are proud of our positive culture and work environment. We'd love to meet you.

DO YOU HAVE THE BASICS?

- ▶ High School Diploma
- ▶ Minimum of two (2) years of experience in administrative support or related field
- ▶ Higher Education is preferred
- ▶ Training will be provided

IS THIS YOUR SKILL SET?

As our new Business Assistant, you will receive CRM training and quickly become involved in hands-on administrative support. We're flexible, whether you are looking for part-time or full time hours. We're willing to work with the right person around class schedules or while your kids are in school. If you are an energetic, reliable self-starter, comfortable with Microsoft Office and computers, and possess solid organizational and communication skills, this is an ideal opportunity for you. The Business Assistant position offers growth potential, a great team of coworkers and a bright future.

INTERESTED? NEXT STEP

Submit your resume and cover letter to info@pkgcompliance.com. Thanks for your interest.