



EXAMPLE

How to apply: In person or email resume to hr@abccompany.com

About us

ABC Company began manufacturing dip molded vinyl caps, grips and plugs in 1979 at its first factory located in St. Louis, Missouri USA. ABC Company's reputation as a quality sales and service oriented supplier allowed it to grow such that by 1990 ABC Company had opened 2 new factories in Missouri. \$10/hour.

Job Openings

Receptionist- Responsible for handling in-coming calls, determining the nature of the business and answering or directing the calls appropriately. Processes in-coming and outgoing mail. Assists with preparations of Board meeting materials and packets for Board related business. Provides support to the Executive Department and other Central Office staff to assure a smooth and continuous operations components as needed. Orders office supplies.

Production Laborer- Production laborers needed in production of material handling equipment and trailers. Overtime available. Production/manufacturing experience preferred but willing to train. \$11-\$12/hour

Maintenance Technician- Responsible for assisting with operation troubleshooting, diagnostics, housekeeping, and repairs on commercial buildings, industrial systems, grounds, and maintenance equipment for assigned properties/facilities. Pay demands of experience