



## Administrative Assistant

40 Hours Per Week \$ 10-13 / hour commensurate with experience  
Health Benefits and Incentive Programs offered

**\*\*PLEASE ONLY APPLY IF YOU MEET THE FOLLOWING CRITERIA\*\***

### **Job Description:**

This position consists of answering phones, accurate data-entry work, communicating with our customers & vendors, expediting and other administrative tasks assisting our staff. Ability to follow **detailed** instructions and friendly disposition is imperative.

### **Requirements:**

- Min. **2 Years** Experience
- Excellent phone skills mandatory

*The ideal candidate will possess: Strong administrative skills; meticulous work habits, familiarity with Microsoft Office suite, excellent organizational, interpersonal, written, and verbal communication skills; and ability to work independently.*

We offer a casual working environment and we're conveniently located in South Jersey's Washington Township.

Submit your resume online or email [hr@cdmelectronics.com](mailto:hr@cdmelectronics.com).

**NO PHONE CALLS PLEASE.**