

Job Title – Office Administrator (Part-time)

Description:

California PowderWorks has an open position for an Administrative Assistant in Manteca, Ca.

California PowderWorks is a powder coating facility that is part of RoofScreen Mfg., a larger engineering and manufacturing firm headquartered in Santa Cruz. We're a tight-knit group that expects competence, creativity, reliability, and calm disposition in its members. This is not a remote work position.

Requirements

- 5-10 years of office work experience having had limited supervision.
- Excellent written and verbal communication skills.
- Confidence working in a computerized environment.
- Exceptional organizational and time management skills.
- Professional and friendly phone presence.
- Proficient in MS Office & Acrobat
- Able to lift and carry up to 40lbs.
- Ability to communicate in both English and Spanish will be an advantage.

This is a part-time position. Pay will be between \$15 and \$25 per hour.

Download an application for the above position [here](#).

Please complete and email the application above along with your resume and cover letter to info@roofscreen.com