

OFFICE SERVICES CLERK



Mag Instrument, Inc. the highly successful and growing manufacturer of the Mag-Lite ® flashlight, has an immediate opening for individuals who like to work in a fast-paced environment. The Office Services Clerk will provide administrative support in various departments to include Purchasing, front reception, mailroom, and Human Resources.

Basic Requirements include:

- Valid drivers license
- High School or equivalent graduate
- 2-year minimum experience in office environment preferred
- Good verbal and written communication skills
- Computer literate (Excel, MS Word)
- Experience with a multi-line switchboard
- Excellent customer service skills
- Professionalism, confidentiality and flexibility a must
- Detail oriented
- Proactive, energetic and positive attitude
- Bilingual in Spanish a plus

For more information about Mag Instrument, Inc. please visit us on our website at <http://www.maglite.com>.

Qualified candidates can mail, fax, or e-mail (using monster.com or in MSWord format) their resume.

MAG INSTRUMENT, INC.

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Mag Instrument, Inc. is an Equal Opportunity Employer

For more information about Mag Instrument, Inc., or additional job opportunities please visit us at

www.maglite.com.