

OFFICE MANAGER

Local manufacturing firm seeks professional, highly motivated individual to provide administrative and clerical support to team members and interface with prospects and customers. AS degree or minimum 2 years' related office work experience required. Must have strong computer skills including MS Office, contact database management, & email. Knowledge of bookkeeping/accounting a plus. Must possess excellent customer service, written & oral communication, and organizational skills. Salary, Benefits.

Send resume to:
The Murus Company, Inc.,
P.O. Box 220,
Mansfield, PA 16933,
or employment1@murus.com



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STRUCTURAL INSULATING PANELS