

## Administrative Assistant

Custom fabrication shop seeking highly skilled Administrative Assistant with experience using Shop Tech E2 software for:

- Customer specific quoting & job orders – One off to repeat orders
- Ability to purchase material specific to job(s) and inventory
- Flexibility with changing customer due dates and job schedules
- Complete Accounting available or interfaces with QuickBooks
- Also fits Job-based and Mixed-mode manufacturers

We are very focused on the services we offer and we perform these services extremely well. We have the ability to meet the demanding tolerances of our customers.

- Product design services
- Tool design and procurement
- Prototype development
- Material selection
- Blanket order and single release quotations
- Storage of customer's material
- Certification, in-process and final inspection services

## **Thermoforming:**

We have a broad line of thermoforming equipment that use state of the art controls and zoned heating technology. We can create a single prototype for customer evaluation or satisfy high-volume production requirements. We can form sheet sizes as large as 54" x 106" and our ovens can accept sheet sizes up to 10' x 12', the largest standard thermoplastic sheet size available.