



Full Time Administrative Position

Scallon Controls, Inc is seeking a full-time administrative position. This person will be asked to organize meeting rooms including setup and clean up, maintaining the meeting room schedule, order and stock vendor supplies as needed to maintain meeting rooms and kitchen areas, fill coke and water cooler daily, order and maintain ink cartridge inventory, maintain inventory for items needed to order from vendors for office supplies in the building, and assist with providing support for invoice backup, entering purchase requisitions and assist admin department with any other projects. This person would also assist with supporting the engineers for the dept. with administrative help that they may need. Will also assist on the switchboard and answer phones.

Must be team oriented and organized. Previous clerical/switchboard experience required. Must be proficient in Excel and Word.

Typical work week would be the hours of 7:30 a.m. - 4:30 p.m. Monday – Friday but additional hours will be required to help support the needs of our customers.

Please submit all Resume's to: HR@Scalloncontrols.com or you can fax to:409-242-6275