

[Office person for PC&L, JYC America]

Terms of employment

Annual Salary	Discussed Upon Interview (\$2,000/month for internship)
Type of Work	Full Time(8hours, 5days a week)
Type of Job	Admin/Office / PC&L
Location	16 Bruce way, Mound House NV 89706
Benefits	Bonus, Dental Plans, Health Insurance, Sick Leave, Paid Vacation

Essential Job Functions

- Job duties include but are not limited to the following:

- 1) Be responsible for scheduling daily operations of extruding lines.
- 2) Be responsible for daily or weekly operations from getting pre-alert to delivery shipment to final destination on time.
- 3) Be responsible for job duties including to management customer & oversea agent's cooperation works while on the whole procedure.
- 4) Enthusiastically interact with others.
- 5) Ensuring excellent customer services
- 6) Achieving sales goals
- 7) Executing policies and procedures in operation
- 8) Performs a variety tasks
- 9) Operate fork lifter , required 6,500 lbs fork lifter driving license

Competency:

To perform the job successfully, an individual should demonstrate the following competencies:

- Must be able to lift and move objects up to 35 pounds
- Must be able to walk, stand, sit, and bend in both an office and manufacturing environment
- Vision abilities required by this job include close vision, distance vision, color vision, and the ability to adjust focus work
- Must possess a High School Diploma/GED
- Must have good organizational skills and excellent verbal and written skills
- Must be able to determine good quality products versus non-conforming
- Must have great leadership skills Strong computer skills and Beginner/Intermediate level of Microsoft Excel
- Must be willing to attend training sessions when necessary
- Must be able to do basic mathematics
- Must be able to work overtime
- Bi-Lingual, Communication Skills, Fluent in English, Fluent in Korean

Resume and interview are required to be considered for this position. A Drug test will be required after interview. Will not be tested for THC.

About JYC America : see the company web site (www.jychemical.com)