

JOB OPPORTUNITY LISTING

(post date 1.19.12)

Position: Executive Administrative Assistant

Qualifications:

- Proficient in MS Office Professional - Word, Excel, PowerPoint (MS Project a plus, but not required)
- Excellent verbal and written communication skills (Must be able to compose e-mails, letters, correct grammar, punctuations, proofreading, etc.)
- Proficient in using a computer and MRP systems with minimal training
- Must be responsible, reliable and able to work independently
- Capable of setting up schedules, meetings, conference calls, etc.
- Positive disposition / attitude and able to multi-task
- Must work efficiently, be highly organized, and skilled at time management
- Follows direction and is willing to take on new or special assignments.
- Minimum of 5-years experience

Interested parties, please send resume to:

Jobs@marvineng.com

Fax 310 671-1256

EOE/AAP M/F/V/D

marvingroup.com