



America's **JobCenter**
of CaliforniaSM

SOUTH BAY WORKFORCE



INVESTMENT BOARD



Administrative Assistant

South Bay

We are a fast growing steel company in the US market and we currently have a position open for an Administrative Assistant in our California Branch.

Candidate should have solid working knowledge of Word, Excel and MS Outlook.

Mac experience a plus. Successful candidate will handle administrative duties for the office. Candidate will also assist Regional Sales Mgr. with special projects. Flexible hours may be considered.

We are seeking a person with solid communication skills who is reliable and has the ability to work with minimal supervision.

If you are looking for a long term career with competitive wages and future growth potential. Send your resume to: Regional Sales Manager care of this email address. Jim.bobak@dominionpipe.ca