



**Are you looking to begin your career in the Industrial Automation industry? Foresight Automation, a division of Purvis Industries** is growing, and is seeking an Administrative Assistant to help support this fast-growing engineering/manufacturing firm.

**Qualified individuals must meet the following requirements:**

- Assist with purchasing, Inventory control, accounting, or special projects or assignments as needed
- Assist with Operations projects or assignments as needed
- Knowledge of QuickBooks, MRP and/or purchasing a plus.
- This is a fast-paced office environment and duties are vast and ever changing.
- Answering the multi-line phone system and greeting visitors

**Preferred Candidate Skills:**

- High school graduate (GED not acceptable)
- Maintain a professional appearance and attitude at all times
- Customer service experience preferred
- Computer skills required such as Microsoft Word, Excel, PowerPoint
- QuickBooks experience is preferred.
- Clean background and driving record
- 2 years of Administrative office work required.

**Foresight Automation, a division of Purvis Industries**, offers a professional environment with competitive salary and benefits that include medical, dental/vision, Life, and 401k matching, as well as an aggressive vacation schedule. **Foresight Automation** is an Equal Opportunity Employer and promotes a drug free workplace.



10500 North Stemmons Freeway • Dallas, Texas 75220 • Phone: 214-358-5500 • Fax: 214-358-5515

[www.purvisindustries.com](http://www.purvisindustries.com)