



Are you looking to begin your career in the Industrial Distribution industry? **Purvis Industries** is growing and is seeking an **Administrative Assistant** to help support our Wendell, ID branch.

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 Microsoft Office a **must**, MRP and/or purchasing a plus.
- This is a fast-paced office environment and duties are vast and everchanging.
- 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
- Clean background and driving record
- 2years of Administrative office work preferred.

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. **Purvis Industries** is an Equal Opportunity Employer and promotes a drug free workplace.



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