



ADMINISTRATIVE COORDINATOR

Calling all team-players, go-getters, and success-seekers – WE SEE YOU recent college grads!

CRB Manufacturing is a dynamic, precision focused, maker-space of the 21st century. Located in Clackamas, Oregon we make all kinds of stuff: from frying pans to fly-away parts...you'll never be bored here! CRB is looking for cool, kind, and competent candidates to join our tight-knit team and is now accepting resumes for the following position:

Administrative Coordinator

If you are excited about effecting today's supply chain, this is the opportunity for you. Our ideal candidate likes technical challenges, is growth-minded, and excels at detail tracking. Essential functions include:

- **Assessing cost effectiveness of products, projects, and services**
- **Coordinating estimates to plan, organize, and schedule work flow**
- **Creating Bills of Material in our ERP system**

This position works directly with the president and shop manager. Ask yourself:

- ✓ Is it important for you to **make a difference** where you work?
- ✓ Do you enjoy **direct access** to company decision makers?
- ✓ Do you believe in the **power of small business**?

If you answered **YES** to the questions above, then we want to hear from **YOU!**

Benefits:

Health/Dental/Life/401k

40.00 hours vacation balance load at 30 days

Flextime following 90 days continuous employment

Position Requirements

- **Bachelor's (BA/BS) Degree**
- **Strong communication skills**
- **Strong math skills**

Salary is DOE and Health/Dental/Life Benefits will be available the first of the month following 30 days.

CRB Manufacturing is an equal opportunity employer.

CRB MANUFACTURING

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