

ORDER DEPARTMENT

Textured Coatings of America, a 55 year old manufacturer of specialty coatings, is currently seeking qualified administrative staff for our order department. The successful candidate will demonstrate the following skill set:

- Data entry experience
- High proficiency with Microsoft Office products, specifically Word, Excel and Outlook
- Outstanding phone and face-to-face customer service skills
- Ability to perform work quickly and accurately
- Excellent attention to detail
- Experience in standard office duties such as filing, faxing and answering incoming phone calls
- Bi-lingual (English & Spanish) is necessary

High School diploma required with preference given to candidates with a college degree. Pay will be dependent on experience. Competitive salary and benefit package includes insurance, paid time off and 401(k). EEO/Drug Free Workplace.

Please submit your resume to info@texcote.com