

Copsgear | 3065 W. US 30 | Columbia City, IN 46725

Office Secretary – Full time position

Job Responsibilities:

- File paperwork and create and send invoices
- Place products in the store
- Pull parts, ship items, enter purchase orders
- Answer telephones and handle walk-ins

Job Requirements:

- No criminal history—as we supply law enforcement with vehicle up fitting and equipment.
- Knowledge of Quickbooks and invoicing
- Proficient in Microsoft Excel and Office Suite
- Must be able to lift up to 70 lbs. (dependent on weight of UPS packages) and climb a ladder to hang and place product in the store
- Reliable transportation to and from work

Hours of operation are 9 a.m. to 5:30 p.m. Monday – Friday

\$10-\$14 hr. dependent upon experience

Casual dress code

Please call Josh if you have questions. [260-244-3333](tel:260-244-3333). Email resume with salary requirements to josh@copsgear.com.