

## **OFFICE SECRETARY**

Copsgear in Columbia City is hiring!! We are looking to add to our team. Looking for office secretary. You would be answering phones, helping customers, entering products to system, inventory, data entry, etc.

We conduct Installation of Police Vehicle equipment into Patrol vehicles. You Must have a Clean driving record, good work history, references, No criminal history, must pass a drug test, and background check.

Hours are M-F 9am-5pm with also overtime in our busy season. Starting is 12\$ hr and up. must have experience in secretarial work, QuickBooks, office software, and knowledge of such. Must have a strong work ethic and ability to work everyday. Must be able to lift boxes up to 80 pounds.

Please send [resumes@copsgear.com](mailto:resumes@copsgear.com) or through my Facebook or copsgear fb page. Phone calls and walk ins are not accepted. Thanks!