



FUTURE OPENING

OFFICE CLERICAL-General Office/Receptionist

Location: Wilmington, Ca.

RESULTS INHERENT IN THIS POSITION: Receptionist and general office staff position providing support services and assistance to various operational managers within MTS Group of Companies

It is understood that this position is a new and evolving position, and the responsibilities may be shifted in order to accommodate the company(s) needs.

General Responsibilities shall initially include but not be limited to:

- **SUPPORT ENGINEERING MANAGEMENT WITHIN MTS**

Assist Engineering Operational Managers.

Receptionist duties including: Answering company phone lines, accepting deliveries, managing incoming and out-going US Postal services, other duties as assigned.

Office supplies management, orders and receipts.

Main Office receptionist to visitors

- **ASSIST IN RESOURCE MANAGEMENT**

o Resume and Job application screening process.