



200 Express St. Suite 200, Plainview, NY 11803

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Email: JADSales@jadspc.com

www.jadspecialty.com

Providing Customer-Focused

Metrology Solutions

Since 1970

Job Opportunity for Admin / Bookkeeping Position - Part Time in Plainview NY:

Administrative, Sales and Marketing experience are a plus, but not required. Business hours of operation are 8:30 to 5:00 and general working hours are from 8:30 AM to 5:00 PM for Full Time Positions. Hours / Days can be flexible. Our New 5,000 sq. ft. office was constructed in 2018.

It is a plus to have knowledge / experience in QuickBooks, Excel and Word or similar accounting software. Outlook, ACT, Salesforce and similar software experience is also beneficial.

The job description is as follows:

Some Daily Duties include: Answering phones, Invoicing, Accounts Payable, Accounts Receivable, Collections, Company Letters, Processing Leads, scheduling for other employees, responding to e-mail, Quotes, Light UPS (shipping and receiving), Bank Recs and Reports.

Responsibilities include: taking customer orders via phone & e-mail, placing / processing orders, receiving packages and customer service. Occasionally the administrative assistant might be called on to run errands both business / personal, type out letters / mailers, and file documents.

Candidate Requirements:

- * Responsible, enthusiastic, energetic
- * Strong communication skills
- * Office support and computer skills
- * Able to multi-task
- * Good use of time management
- * Team player who can work independently
- * Additional Responsibilities and hours may be possible.

Compensation is commensurate with experience.

Please contact John (Jay) Dorsi at JADSales@jadspc.com with your resume or call 516-349-1497



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Job Opportunity for Marketing / Inside Sales Position - Part Time in Plainview NY:

Job Description:

- Create Marketing Campaigns, E-mail Database / Prospect Lists using Constant Contact or similar solutions.
- Maintain Marketing Calendar
- CRM and Distribute Leads to Sales Team
- Follow up on Leads and Proposals with customers / prospects.
- Create Quotes and Process Orders.
- Work with team to maintain / update all marketing and presentation materials including company website.
- Plan and execute content for all social media platforms.
- Create and distribute e-mail marketing communications (internal and external) and manage the distribution list.
- Provide regular updates and reporting of all marketing efforts to the Sales Team.
- Coordinate with Principals and Sales team to develop Marketing strategy.

Qualifications:

- Experience in Marketing, Communication or similar field of study preferred.
- Ability to effectively communicate and work in a team environment.
- Experience with social media accounts.
- Adobe Creative Suite, Microsoft Suite, Keynote, basic HTML and Wordpress are a plus.
- Experience working with a CRM and SEO knowledge a plus.
- Salary is commensurate with Experience.

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