Open Position: Administrative Manager

This position provides administrative support to the management members, employees and our customers, vendors and visitors. Duties in this fast-paced position include accounts payable and receivables, purchasing, document control, project management, receptionist and light-clerical duties as well as a key-role in the companies ISO certification program. The right candidate must possess strong organizational and communication skills as well as an independent, self-directed work ethic. Excellent computer skills as well as mathematical and accounting knowledge is required. Prior manufacturing experience is a plus, but not as necessary as a strong-business background.

Working at Ambix

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Completed job applications can be sent to:

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