



Administrative Assistant (part time 3 days per week, possibly to full time)

We are looking for a bright, energetic, “people person” to support business manager in the areas of customer service, customer follow up, general administrative support, preparing for trade shows and/or inhouse or outside training. This person will also support the administrative functions related to customer sales, follow up or other general inquiries and projects as needed. Opportunity to grow into a sale role over time for the right individual.

The ideal candidate will also have computer skills and the ability to communicate, both written and orally, effectively. If you are a great organizer and can handle multiple priorities at once, we'd like to hear from you.

Please send resume to [HR@stonewoodproducts.com](mailto:HR@stonewoodproducts.com) . Refer job code AA/S in the subject line. Please include your required hourly rate in your cover letter.