



CUYAHOGA VALLEY
CAREER CENTER

Cuyahoga Valley Career Center

Job Posting #1936

Job Posting Date: 3/1/2019

Employer Information: Architectural Fiberglass, Inc.
Contact: Mr. Michael Dobronos
8300 Bessemer Ave.
Cleveland, Ohio 44127-1839
Phone: 216-641-8300 **Ext:**
E-mail: Mike@fiberglass-AFI.com

Main Business: Manufacturing Decorative Fiberglass Ornamentation

Job Title: Administrative Assistant/Front Office

Full/Part-time: Full-Time **Job Hours:** 8:30 a.m. TO 5:00 p.m.

Job Duties: Proficient in Microsoft Office, data entry, some accounting and attention to details. Professional phone skills and follow up. Self-motivated and well organized. Comfortable work environment within a manufacturing facility.

Compensation: Salary Commensurate with experience, full benefits package.

Special Notes / Additional Information:

How to Contact: E-mail resume

Seeking:
CVCC Alumni, Adult /Job Seeker

PLEASE APPLY DIRECTLY THROUGH EMPLOYER FOR THIS POSITION