



Part-Time Administrative Assistant

Overview

Rock West Composites operates from a 66,000 sq. ft. office/manufacturing facility located in West Jordan, Utah, near Salt Lake City. Rock West fabricates stock and custom composite tubes, plates, rods, angles, shapes, and connectors in addition to offering a variety of complementary products.

Our goal is to become the “Home Depot” of Composites, offering a full continuum of services, products and expertise at any or all stages in the customers conversion cycle. As part of its commitment to excellence, we are looking for candidates who want a career working with a rapidly growing company in a fun and fast paced environment.

We are currently looking for an Administrative Assistant for our West Jordan (Salt Lake City) facility.

Job Description

Rock West Composites is looking for a part-time administrative assistant to support our office staff with a variety of clerical responsibilities.

Responsibilities

- Review, verify and file documentation related to financials, quality reports, employee timesheets and similar data.
- General data entry
- Perform general office administration duties
- Additional responsibilities may be assigned based on the successful applicant’s background and qualifications.

Required Qualifications

- Impeccable attention to detail
- Comfortable with office electronics: scanning, printing, computers, tablets, phones
- Working knowledge of MS Office Suite, particularly Excel, Outlook and Word
- Microsoft Suite

Desirable Qualifications (Not Required)

- General knowledge of composite materials (carbon fiber, fiberglass, prepreg)
- Experience with AS9100 quality system requirements
- Knowledge of financial statements, or background in accounting
- Quality assurance or inspection background

**Job Type**

Part-Time

Experience

1-2 years in an office environment

Required Education

High School

Required Work Authorization

United States

Hours

10-20 hours per week, at least 10 hours

The position could potentially evolve into a full-time position.

Compensation & Benefits

Rock West Composites provides a competitive compensation \$14-\$16 DOE

If you have the commitment to succeed and the desire to join an organization recognized as an industry leader, please submit your cover letter and resume.

To apply respond to this ad or send your resume to jobs@rockwestcomposites.com

Rock West Composites is an Equal Opportunity Employer. It is the policy of the company to provide equal opportunity for all employees and applicants for employment without regard to race, color, creed, religion, gender, sexual orientation, national origin, age, marital status or any other basis prohibited by state or federal law. Rock West Composites holds employees safety as a high standard and strictly enforces a No Drug and Alcohol Policy and pre-employment and random drug testing.

If you are an individual with a disability and require a reasonable accommodation to complete any part of the application process, or are limited in the ability or unable to access or use this online application process and need an alternative method for applying, you may contact 801-566-3402 for assistance.