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**Production Secretary**

Pay ranges from $8 to 11/hour depending on experience. We are willing to train.

We're looking for hard-working Production Secretary with a keen eye for detail and excellent people skills. We have a lot of work and need you to be able to work overtime.

**Position Responsibilities:**

-Communicate estimates with QuickBooks with great accuracy.

-Manage and operate all Customer Relationship Management (CRM) programs used by CCX with high degree of Accuracy

-Maintain very close communication in regard to new clients and current job production with Production Manager.

-Production Secretary is to schedule the PMs day with new clients

**Job Requirements:**

-Must have your own reliable transportation.

-Must have reliable communication.

-Must be able to work with and get along with all types of people.

-Travel with Production Manager required often.

**Preferred:**

-Previous related experience.

-Smartphone (recommended).

Come ready to work.

Job Type: Full-time

Please email a copy of your resume to [jobs@ccxteriors.com](mailto:jobs@ccxteriors.com)