



9 Timber Lane, Marlboro, NJ 07746, Tel: 732-414-6500 Fax: 732-414-6501

Date: 01/18/2016

Job/Position Title: Sales Assistant

Employer: Avalue Technology Inc

Street Address: 9 Timber Lane

City: Marlboro

State: NJ

Zip: 07746

Phone: 732-414-6500 ext. 102

Fax: 732-414-6501

Email: career@avalue-usa.com Web Site:

www.avalue-tech.com

Contact Person & Title: Vira Hsu/ Executive Assistant

Job Description: (Duties/Responsibilities/Skills)

POSITION DESCRIPTION

- Entry level
- Provide pre-sales support by answering phone and email questions about products, applications, pricing, availability and lead times.
- Data entry, process PO, check inventory and follow up. Process RMA.
- Receiving products and verify.
- Other related tasks as assigned

SKILLS REQUIRED/PREFERRED

- Microsoft Office Software (Excel, Word, Outlook, Power Point)
- Problem solving and attending to details.
- Ability to work independently and with team members

Education: High School Diploma

Number of Openings: 1

Work Hours and Days: 40 hours per week

Salary: Negotiable

Full Time: Yes

Avalue is an Equal Opportunity/Affirmative Action Employer who complies with the Disabilities Act.
