HIRING FULL-TIME ADMINISTRATIVE ASSISTANT

**Cleveland Door Controls**

**29263 Clemens Road**

**Westlake, OH 44145**

**www.clevelanddoorinc.com**

Cleveland Door Controls is at the forefront of the Automated Door Industry.  Since the advent of pneumatic and hydraulic doors CDC has contributed to the growth and technological advancements of the products available today.  As certified safety inspectors for the American Association of Automatic Door Manufacturers, CDC is an active advocate for advancing manufacturing methods and continually improving safety in the products.

JOB DESCRIPTION

Assist with a variety of administrative tasks in a fast-paced office environment. Tasks include answering phones, typing, purchase orders, filing, costing, CODs, proposals and more. Training is provided in office.

BENEFITS

Full Time 8:00 am – 4:30 pm; ½ hour lunch

Wages negotiable based upon experience

Full benefits including 401K

Growth opportunities within the company

CONTACT

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