

Entry Level Inventory/Admin Assistant

This position is for part time (25 hours/week min) or full-time permanent.

Position Responsibilities:

Provide much needed administrative and logistic assistance for important tasks within a growing dynamic organization:

- Low level office facilities support
- Office furniture and equipment assembly/distribution
- General office/facility upkeep and restocking of supplies
- Inventory and stock management support
- Purchasing and procurement support
- Shipping and receiving support
- Providing general administrative support to various groups within organization

Skills and Knowledge/Qualifications:

To be considered for this position, you must minimally meet the knowledge, skills, and abilities listed below:

- Positive attitude, like working with and helping others, strong interpersonal skills
- Thrive in a small company, fast pace, dynamic environment
- Strong written and verbal communication skills
- Experience working with computers and/or office equipment
- Strong computer skills: Windows; ability to work with various applications, web interfaces/portals and not require much assistance
- Strong MS office skills: Word, Excel, Visio etc.
- Problem-solving skills
- Ability to work independently
- Excellent organizational skills
- Attention to detail

Minimum Education and Experience:

- Associates degree or trade certificate in related field
- 0-2 years of experience or an equivalent combination of education & experience.

Additional Qualifications/Skills:

- Prior inventory or sales/procurement in electronics and wireless communications
- Good mechanical aptitude, comfortable working with your hands
- Accounts receivable/accounts payable support
- Experience taking apart, reassembling, rooting cell phones/electronics a plus
- BS/BA Degree or working toward one a plus



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New Providence, NJ 07974
www.g3ti.net

Send resumes to: nj.recruiting@g3ti.net

About G3 Technologies, Inc.

G3 Technologies, Inc. is a dynamic company providing state-of-the-art wireless technology solutions, specializing in software development, cellular technology, wireless protocols, signal processing and systems integration. We are a nimble, non-bureaucratic company characterized by technological innovation, extraordinary effort, and dedication to our customers, employees, and suppliers.

The atmosphere is fast-paced and agile, shifting rapidly to meet the pressing needs of our customers. Team mentality, excellent work ethic, initiative, innovation, and an entrepreneurial spirit are key factors to your success here.

G3 Technologies Inc. offers generous benefits, including:

- Generous and Flexible Vacation/Paid Time Off plan
- Company-paid Medical and Prescription benefits
- Company-paid Dental benefits
- Company-paid Vision benefits
- Flexible Spending health account (FSA)
- Tuition Assistance
- 401k matching
- Life Insurance
- Long-term Disability
- Gym Membership
- Employee Assistance Program (EAP)
- Additional voluntary benefits are available

We have several exciting new opportunities available at our suburban New Providence, NJ location.

We are located in New Providence, NJ (30 miles west of NYC), and within walking distance of NJ Transit's Murray Hill Train Station.

If you are interested, send your resume to nj.recruiting@g3ti.net