



## Current Job Openings

### Sales and Marketing Assistant

We are seeking a Sales Assistant to:

- Attend tradeshow and feel comfortable speaking to people who approach the booth or approaching other people.
- Understand the importance of creating a connection with the customer and building long-term relationships with current and prospective clientele.
- Must follow-up with customers in a timely manner, must be a quick thinker and well organized.
- Email and cold/warm call as necessary.
- Provide customers with assistance and information on our manufacturing and other services.
- Speak to prospective clients about their needs, and help them select materials and/or their preferred methods and services.
- Research both new and existing markets to expand into.

This is a sales position that requires travel. If you are afraid of air travel or are shy, this may not be the position for you. This should be a job you want to do, not a filler or resume buffer.

Qualifications:

- Bachelor's in related field.
- Minimum of 1 year of sales/sales-related experience.
- Strong written and oral communication skills.
- Some travel required.

### Jr. Mechanical Engineer

We are seeking a Jr. Mechanical Engineer to:

- Play an integral role in the development of plastic parts for office equipment and other products.
- Create mechanical product design and prepare detailed design drawings and reports.
- Do basic simulations and research for motorized and other products.
- Component and system integration analysis.
- Complete project planning and coordination with oversight of engineering consultants.
- Must have a demonstrated ability to produce quality milestone and deliverable reports and to effectively communicate.
- Must demonstrate excellent design, communication, and creative problem solving skills.
- Keep a project timetable.
- Communicate with customers and our team to make sure everything is on schedule.
- Communicate with China facilities, project managers, and engineers.

Qualifications:

- Bachelor's in related field.
- Proficiency with SolidWorks and/or Pro-E.
- Highly organized and capable of working on multiple projects simulations.
- Direct experience related to manufacturing and designing products.
- Experience with Catia is a plus.



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## Accountant

We are hiring an accountant to perform a variety of general accounting tasks:

- Must be proficient in processing invoices (incoming & verifying PO's or receiving tickets), posting to vendor accounts and processing cleared checks.
- Must verify the accuracy of invoices and other accounting documents or records.
- Update and maintain accounting journals, ledgers and other records detailing financial business transactions (e.g., disbursements, expense vouchers, receipts, accounts payable).
- Compile data and prepare a variety of reports.
- Reconcile records with internal company employees, management, external vendors, and customers.
- Receive shipping documents from China, enter item receipt into QuickBooks, create shipping documents and commercial invoices or packing lists.
- Maintain Warehouse inventories and order increased parts from China facilities.
- Cost accounting for all manufacturing projects.
- Schedule expense payable, arrange payment by checks or online banking, print out payment receipts, etc.

A thorough understanding of Generally Accepted Accounting Principles (GAAP) and knowledge of statutory accounting principles is necessary.

Qualifications:

- Proficiency with QuickBooks
- Proficiency with Microsoft Office (Excel, Outlook, Word, and PowerPoint)
- Bilingual in English and Mandarin Chinese
- Strong attention to detail

## General Intern

We are seeking an intern to:

- Keep project timetables and assist the project manager(s).
- Communicate with China facilities to do shipping and receiving of samples, parts, and information.
- Check inventory levels for customers who need a steady flow of services and manage the shipping and receiving for those products.
- Relay inventory and re-order needs to China as well as customers.
- General office duties and administrative work.
- More tasks assigned depending on qualifications and capabilities.

Qualifications:

- Proficiency with Microsoft Office (Excel, Outlook, Word, and PowerPoint).
- Valid California Driver's license and working vehicle.
- Ability to lift 25+ pounds.
- Bilingual in English and Mandarin Chinese preferred.