

We Are HIRING



Showroom Sales and Administrator

AD Specialty Services is growing and wants you to join their team.

Showroom Sales and Administrator needed to fill full-time position in a fun and creative environment.

Skills needed:

- Good basic computer skills with the ability to learn industry software.
- Detail oriented.
- Strong time management skills.
- Ability to multitask.
- Task driven.
- Professional telephone and email etiquette.
- Team player.
- Basic use of creative software for design layout helpful, but not mandatory (will train).
- Hours: M-F 830-500

Apply Now



Email resume to:

diana@adspecialtyservices.com

