

Administrative/Signmaking Position

Tyler Sales Company, Inc. is seeking a full-time Administrative/Signmaking professional. The position is a Monday through Friday schedule from 10:00 am to 6:00 pm. Position requires proficiency with Microsoft Office: including Excel, Word, and Power Point. Previous experience with graphic design is preferred but not required. Administrative duties include answering phones, greeting customers, data entry and reconciliation, and other administrative tasks. Position includes a competitive wage and benefit package. Qualified applicants can print and submit an application by visiting www.tylersalesco.com. No phone calls please. Tyler Sales Company is an Equal Opportunity and Drug-Free employer.

