

Receptionist/Human Resources Assistant

Provides general office support with a variety of clerical activities and related tasks. The receptionist will be responsible for answering incoming calls, directing calls to appropriate associates, mail distribution, flow of correspondence, requisition of supplies as well as additional clerical duties.

Responsibilities include:

- Answers telephones and directs the caller to the appropriate person. Will transfer a caller to a voice mailbox when the person is unavailable. Takes and retrieves messages for various personnel
- Greets and directs visitors to the company - visitor processing, badge process
- Provides callers with information such as company address, directions to the company location, company fax numbers, company website and other related information
- Receives, sorts and forwards incoming mail
- Assists with related clerical duties such as photocopying, faxing, filing, collating as appropriate
- Schedule calendar meetings/interviews backup
- Orders, receives, stocks and distributes office supplies, miscellaneous items and maintains supply database
- Assists with and maintains affirmative action applicant program database
- Maintains Medical Calculations Database
- Performs additional duties as required

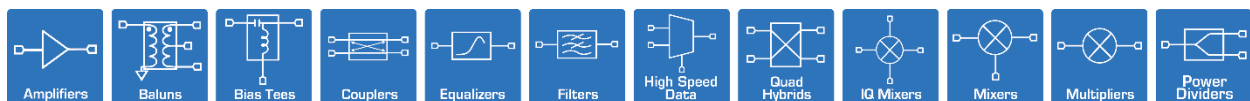
Qualities and Skills:

- Experience in Microsoft Office programs (Excel, Word, Powerpoint, etc.)
- Excellent written and oral communication skills in English
- Ability to multi-task and think critically in a dynamic professional environment
- Ability to complete projects with minimal supervision by assigned deadline
- Professional, friendly and motivated team player

Education: High school diploma or equivalent

Salary: This is a full time, Non-Exempt position. The pay rate is \$15- \$18.00 per hour based on experience.

To Apply: Please email your resume to careers@markimicrowave.com.





About Marki Microwave

Shattering Performance Barriers Since 1991.

At Marki Microwave our goal is to invent technologies to empower the RF and microwave industry to *design faster, simplify production, eliminate complexity, and shatter performance barriers.*

We achieve this goal through intensive research, product development, advanced and carefully controlled production, and world class customer support. We have a multi-decade legacy designing high performance microwave electronic components, demonstrating technical leadership through collaboration with thousands of customers spanning markets including commercial wireless, military and test and measurement. Our extensive knowledge base is enhanced with state-of-the art CAD, and in-house production, test and measurement capabilities through 110 GHz.

Marki Microwave is a woman-owned private company based in Morgan Hill, California, 30 minutes from downtown San Jose in southern Silicon Valley. We offer a full benefits package including holiday pay, PTO, medical/dental/vision insurance, and a 401(k)/profit sharing plan.

Marki Microwave is an Equal Opportunity/Affirmative Action Employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex including sexual orientation, gender identity and pregnancy, national origin, disability, or protected veteran status, or any other characteristic protected by applicable federal, state, or local law. This position must comply with separate and distinct verification procedures under the ITAR requiring the presentation of documents establishing citizenship. This position must meet Export control compliance requirements; therefore a "US Person" as defined by 22 D.F.R & 120.15 is required.

