

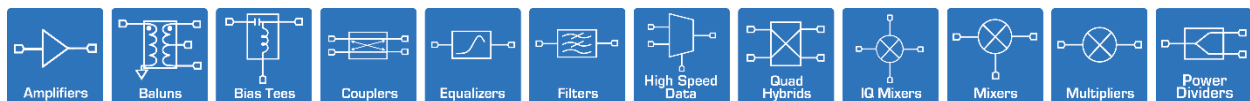
## Inside Sales/Shipping Support Assistant

### Job Description:

Marki Microwave is seeking a full time Inside Sales/Shipping Support Assistant. This role involves close interaction with our inside sales team in the support of a full range of critical sales channel needs such as maintaining the sales order files, completing and filing of customer certs and reqs, disbursement of info emails and other various projects as required. This role will also work closely with our shipping department assisting with various work order related processes and packaging/preparing parts for shipment. The employee will work with all core manufacturing entities inside the company including manufacturing, engineering, and administration to provide superior support for customer needs.

### Inside Sales Admin/Shipping Support:

- Receive and distribute incoming emails to the appropriate department/individual.
- Complete and file various Cert and req/Supplier Questionnaire forms received from customers.
- Maintain sales order files, creating new customer folders as necessary and filing daily shipping paperwork.
- Daily work order packet creation and distribution to product line managers.
- Closing and completing of work orders within the Sage ERP system.
- Scanning/electronic filing of daily shipment documents.
- Miscellaneous projects as required.



### Experience:

- 2-4 years relevant administration, or related experience, particularly in manufacturing environment preferred
- Shipping experience a plus
- Export Compliance knowledge preferred

### Education:

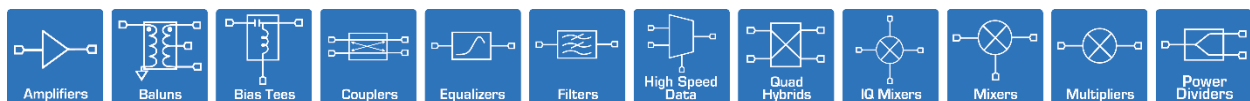
- High School Diploma required. Postsecondary Education desired.

### Skills:

- Experienced in core Microsoft Office programs (Excel, Word, PowerPoint, etc.)
- Experience with Enterprise Resource Planning (ERP) software (such as Sage ERP) preferred
- Excellent written and oral communication skills
- Ability to work independently and think critically, and meeting deadlines while also working collaboratively as a member of the sales/shipping support team
- Detail-oriented, able to multi-task and thrive in a dynamic professional environment

**Salary Range:** \$16.00- \$22.00 Salary will depend on candidate's experience and qualifications.

**To Apply:** Please email your resume to [careers@markimicrowave.com](mailto: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 67 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 benefit 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 meet Export Control compliance requirements, therefore a "US Person" as defined by 22 C.F.R. & 120.15 is required.**

