



Employment Opportunity

Administrative Assistant

We are seeking an administrative assistant to support our Global Projects Sales Team. Responsible for supporting the Sales Manager, Product Managers, Project Managers and Applications Engineers based in home office and remote locations. Additional responsibilities may include processing expense reports, coordinating the submission of proposals, planning meetings, tracking sales progress, troubleshooting minor technical problems, maintaining department database records, and serving as a liaison between traveling sales representatives and staff based in the home office. Strong computer and organization skills are required.

Qualified candidates will possess the following:

- Associate's or Bachelor's degree required or equivalent related working experience.
- Highly organized and able to multi-task.
- Proficiency in Microsoft Office Suite.
- Excellent written and oral communication skills.
- Excellent time management skills.
- Ability to effectively interact with employees/clients via phone, email and in person.
- Experience with Adobe.
- Goal and deadline oriented.
- Attention to detail.
- Highly energetic.

To apply, candidates should complete the online application form (<http://www.philamixers.com/content/application-employment>) and attach your resume, cover letter and salary requirements.

You can also submit a completed employment application and your resume, cover letter and salary requirements to:

Philadelphia Mixing Solutions, Ltd.
Att: Human Resources
1221 East Main Street
Palmyra, PA 17078

About PMSL

With a full range of globally-proven products, services, and the world's largest test lab facility, PMSL (Palmyra, PA, USA) is one of the world's most experienced fluid mixing equipment and process optimization experts. The PMSL family of companies includes UK-based MSL and Latin America-based Philadelphia Mixing Solutions, Ltd. S.A. PMSL's offerings include chemical processing, biological and industrial wastewater treatment, tank storage, mineral processing, flue-gas desulphurization (FGD), water treatment and other fluid mixing applications.