### **Secure Semiconductor Manufacturing, LLCWe're Hiring: Marketing and Manufacturing AssistantFull-Time | Benefits Included**

Are you a motivated and detail-oriented professional looking to grow your career? We’re searching for a **Marketing and Manufacturing Assistant** to join our dynamic team. This full-time role offers the opportunity to combine creativity and organizational skills to support both marketing initiatives and manufacturing operations.

### **What You'll Do:**

**Marketing Responsibilities:**

* Assist in the development and execution of marketing campaigns.
* Create and manage social media content, email newsletters, and promotional materials.
* Help maintain and update the company website, ensuring brand consistency.
* Conduct market research to identify trends and improve marketing strategies.
* Support the team with administrative tasks related to marketing projects.

**Manufacturing Responsibilities:**

* Coordinate with the manufacturing team to track production schedules and workflow.
* Ensure timely delivery of materials and support production needs.
* Maintain documentation for manufacturing processes and quality control.
* Act as a communication bridge between marketing and manufacturing teams.
* Assist in managing inventory and supply chain tasks as needed.

### **What We’re Looking For:**

**Qualifications:**

* High school diploma or equivalent required; associate or bachelor’s degree in marketing, business, or a related field preferred.
* 1-2 years of experience in marketing, manufacturing, or administrative support (preferred).

**Skills:**

* Strong organizational and multitasking abilities.
* Proficiency in Microsoft Office Suite; knowledge of marketing tools (e.g., Canva, WordPress, or Google Analytics) is a plus.
* Excellent communication and interpersonal skills.
* Ability to adapt to a fast-paced environment and manage multiple priorities.
* Team-oriented with a proactive attitude.

### **What We Offer:**

* Competitive salary.
* Full benefits package, including health insurance, retirement plans, and paid time off.
* Opportunities for career growth and professional development.
* A supportive, collaborative, and innovative work environment.

**Ready to Join Us?
How to Apply:**

**Please complete the application below and attach it, along with your resume and a cover letter in an email to bart@flmstgroup.com. Be sure to include “General Accounting and Inventory Associate” in the subject line of your email.**

**The Job Application Form is below:**

### **Secure Semiconductor Manufacturing, LLC**

**Now Hiring (Job Application Sheet Included)**
Coffey County, Kansas

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### **General Accounting and Inventory Associate Application Form**

#### **Personal Information**

* Full Name: [First Name] [Last Name]
* Address: [Street Address], [City], [State], [Zip Code]
* Phone Number: [Enter Phone Number]
* Email Address: [Enter Email Address]
* LinkedIn Profile: [Optional]

#### **Education**

* Highest Degree Obtained:
	+ [Degree Type] in [Field], [Institution Name], [Graduation Year]
* Relevant Courses: [List courses relevant to accounting and inventory management]

#### **Work Experience**

Please list your relevant work experience in accounting and inventory management, starting with the most recent.

* Company Name:
	+ Position Title: [Job Title]
	+ Dates of Employment: [Month, Year] to [Month, Year]
	+ Key Responsibilities:
		- [List your primary job duties, especially those related to general accounting and inventory tasks]
* Company Name:
	+ Position Title: [Job Title]
	+ Dates of Employment: [Month, Year] to [Month, Year]
	+ Key Responsibilities:
		- [List your primary job duties, especially those related to general accounting and inventory tasks]
* Add more if needed

#### **Skills**

* Accounting Software Proficiency: [List software like QuickBooks, SAP, etc.]
* Inventory Management Systems: [List systems you are experienced with]
* Other Relevant Skills: [Data analysis, report generation, etc.]

#### **Certifications**

* [List any certifications related to accounting or inventory management]

#### **Professional References**

* Reference 1:
	+ Name:
	+ Position:
	+ Company:
	+ Contact Information:
* Reference 2:
	+ Name:
	+ Position:
	+ Company:
	+ Contact Information:
* Reference 2:
	+ Name:
	+ Position:
	+ Company:
	+ Contact Information:

**Additional Information**

* Why are you interested in this position at Secure Semiconductor Manufacturing, LLC?
	+ [Provide a brief explanation of your interest in the role and how it aligns with your career goals]
* How did you hear about this position?
	+ [Employee referral, job board, company website, etc.]

#### **Submit Application**

**How to Apply:**

Please attach the application (above), along with your resume and a cover letter, and email them to bart@usassm.com. Be sure to include “Marketing and Manufacturing Assistant” in the subject line of your email.

**Thank you for applying**