



Receptionist

Marki Microwave is a premier manufacturer of microwave components, founded in 1991 and located in beautiful Morgan Hill, CA. We develop the world's most comprehensive line of signal processing products up to 67 GHz. We offer a full benefits package including health, dental and vision insurance, paid time off, and a 401(k)/Profit Sharing plan.

The Receptionist is often the first employee customers meet, whether on the phone or in person. He or she is responsible for greeting everyone in a professional manner and ensuring they get routed to the correct person or department. The Receptionist also keeps the reception area tidy and clean; and provides general administrative support such as photocopying, faxing, scanning, mail distribution, flow of correspondence, as well as additional clerical duties.

Applicants must have a great attitude, a pleasant telephone manner and a commitment to excellent Customer Service. No experience required, high school diploma or equivalent preferred.

This position must meet Export Control compliance requirements, therefore a "US Person" as defined by 22 C.F.R. & 120.15 is required.

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

Marki Microwave is an Equal Opportunity Employer. Minority/Disability/Veteran/Female