



2758 North 1600 West
Pleasant View, Utah 84404

Ph. 801-612-9156

TECHNICAL REPORT WRITING/QUALITY ASSISTANT /SALES ASSISTANT – Full Time

1st shift position with a schedule of 8:00am to 5:00pm Monday through Friday. Additional overtime may be required. Saturdays on occasions.

JOB DESCRIPTION:

Rocky Mountain Testing is seeking a qualified full-time assistant to help with technical report writing, quality audits and sales support, who is dependable, detailed oriented and a team player to become part of a dynamic team. Candidate must be proficient in QuickBooks, MS Excel, Word and Outlook.

JOB RESPONSIBILITIES/REQUIREMENTS:

- Assist in implementing and directing the quality program for the lab.
- Updating and or implementation of quality procedures and manual.
- Assist in conducting and scheduling quality audits.
- Maintaining the labs quality records to include, calibration, audits, test reports, maintenance or PM's, corrective actions.
- Assist in writing test reports.
- Assist in sales quote follow-ups.
- Establish and maintain current client and potential client relationships.
- Assist in Identifying and resolving client concerns by phone or electronically.
- Assist in maintaining a customer database.

REQUIRED SKILLS AND KNOWLEDGE:

- Ability to work with a team, good written and verbal communication skills to be able to interact with customers and co-workers in a professional manner.
- Strong customer service skills, dealing with customers.
- Strong organizational skills with attention to detail and accuracy.
- Ability to multi-task.
- Perform job duties in an accurate, proficient, and timely manner.
- Knowledge of relevant computer applications (MS Office, Word, Excel, Power Point).
- Goal driven.
- Self-motivated and willing to learn new techniques.
- Ability to manage assigned tasks, meeting deadlines.
- May perform other duties as assigned by management.



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PREFERRED EXPERIENCE OR KNOWLEDGE

- One year of related work experience.

REQUIREMENTS

US Citizenship or US Permanent Resident status required (due to access to US export-controlled information)

Must have a valid driver's license.

PHYSICAL DEMANDS:

Working conditions are normal for an office environment.

RMTS is an Equal Opportunity Employer under applicable law and is a drug-free workplace.

COMPENSATION FULL TIME:

- Medical Insurance
- Dental insurance
- Paid holidays
- Accrued paid time off
- Profit sharing program
- Tuition Reimbursement