



Marble, Inc.

GRANITE, QUARTZ, SOLID SURFACE

Job Position: VP - Secretary

Job Duties: Commercial and residential job scheduler for bids, quotes, and repairs of marble, granite, and solid surface counters, shelving, backsplash, and sinks; responsible to manage, maintain, and schedule CNC programmer and CNC 5-Axis saw programmer for onsite work at client home or office and determine time frame they will need to be onsite depending on size of job; Analyze and manage proper inventory flow, including demand planning & forecasting, setting reorder points, expedites, defers, diverts, placing purchase orders, performing pricing analysis, and managing receipt of goods. Accurately maintains customer databases and generates sales reports as needed. Consistently works with existing customers to retain and increase their business. Visits builders, architects, designers, kitchen dealers for the purpose of promoting the products. Daily, monthly production recording. Will report to the Shop Manager.

Requirements: Bachelor's degree or foreign equivalent in Business or Economics

Job Location: 1080 S. Winding River Cove, Salt Lake City, UT 84104

Salary: \$58,448/Per Year

To apply: Contact Richard Romero at Procast Marble, at rick@procastmarble.com **Job ID SLC-4818**

THIS NOTICE IS BEING POSTED IN CONNECTION WITH THE FILING OF A PERMANENT ALIEN EMPLOYMENT CERTIFICATION APPLICATION. ANY PERSON MAY PROVIDE DOCUMENTARY EVIDENCE BEARING ON THIS APPLICATION WITH INFORMATION ON AVAILABLE WORKERS, WAGES, AND WORKING CONDITIONS, TO THE REGIONAL CERTIFYING OFFICER, U.S. DEPARTMENT OF LABOR EMPLOYMENT AND TRAINING ADMINISTRATION OFFICE OF FOREIGN LABOR CERTIFICATION 200 CONSTITUTION AVENUE NW, ROOM N-5311 WASHINGTON, DC 20210.

This Notice of Job Opportunity was posted in a conspicuous and visible location on the premises of Procast Marble, located at 1080 S. Winding River Cove, Salt Lake City, UT 84104 for ten consecutive business days.

Dates Posted: From _____ to _____.

1080 South Winding River Cove • Salt Lake City, UT 84104
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