



JOB OPENING

Position:	Secretary/Receptionist		
Employment Type:	Full-Time		
Hours:	8:00 a.m. to 5:00 p.m.		
Summary:	Primary responsibilities include developing, organizing, and performing necessary office operations and procedures while projecting a professional and courteous image of Osborne Industries, Inc., to visitors and callers. On-the-job training provided. High school diploma with clerical experience preferred.		
To Apply: Complete online application at osborne-ind.com/careers , apply in person, or e-mail resume.			
<u>ADDRESS:</u> Human Resource Manager Osborne Industries, Inc. 120 N. Industrial Ave. P.O. Box 388 Osborne, KS 67473	<u>E-MAIL:</u> hr@osborne-ind.com	<u>TELEPHONE:</u> 1-800-255-0316	<u>WEBSITE:</u> osborne-ind.com/careers

Osborne Industries, Inc. is a 100% employee-owned equal opportunity employer.
