



KEY Scientific Products  
1113 E Reynolds  
Stamford, Texas 79553

### QUALITY STATEMENT:

KEY SCIENTIFIC is committed to offering high quality products at reasonable prices. No product will be sold that does not meet the company's quality assurance specifications. No department in the company is a unit unto itself but is a part of the whole. To this effect, each department and each person in the department is responsible for its contribution to the total quality procedure.

### Job openings, March 2007

1. Shipping / Production / Receiving Clerk  
Starting Salary range \$6.00 - \$8.00 hr based on experience  
Hours M/F 8:00 AM to 5:00 PM

Duties include but are not limited to:

Computer entry

Packing and processing all orders for UPS domestic and international shipments

Assisting in Production and Customer service as needed

Receiving all incoming stock and raw materials

Maintenance of the shipping department, including daily sweeping and stocking

Other tasks as required

No travel required.

Position reports to General Manager and President

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2. Sales-Marketing Support / Customer Service  
Starting Salary range \$320.00 - \$400.00 weekly based on experience  
Hours M/F 8:30 to 5:30

Duties may include but are not limited to:

Computerized Graphics design

Develop and print sales material

Develop labeling and packaging for new products

Mail literature and follow up on leads  
Prepare literature for sales rep  
Develop trade show exhibits and work trade show  
Assist in taking and entering customer orders  
Must be able to travel if needed (2-3 days a month average)  
Assist any department as needed  
Position reports to General Manager and President

#### EMPLOYEE BENEFITS:

We provide health and life insurance for our employees. Family / spouse coverage is available at employee cost.

One day personal time is accrued for each month worked. This time may be taken for illness or personal business and is subject to limitations and rules as outlined in our employee policy manual.

One week of vacation time is accrued each six months. This time is also subject to rules as outlined in our company policy manual.

APPLICATIONS will be taken at a time to be announced later but may be mailed now to 1113 E Reynolds, faxed toll-free to 888-440-4208, or emailed to [keysscientific@aol.com](mailto:keysscientific@aol.com).