



DDS ENGINEERING, PLLC

# We Are Hiring!

Email Your Resume - We'll Contact You  
[hr@ddsengineering.com](mailto:hr@ddsengineering.com)

148 Chester Court, Bowling Green, KY 42103  
270-843-2247



## Office Manager

**RESPONSIBILITIES** include general clerical work, office management, and professional communications with colleagues, clients, visitors.

**REQUIRED SKILLS** include experience with Microsoft Office Word and Excel, answering phones, office upkeep, and other secretarial work as needed.

**RELEVANT** experience in managing an office and documentation is preferred.



## WE OFFER

- RETIREMENT PLAN (MATCHING)
- HEALTH, VISION, DENTAL
- PTO, VACATION, PAID HOLIDAYS
- CONTINUOUS TRAINING
- OPPORTUNITY TO SOLVE CHALLENGING PROBLEMS

**COME DEVELOP YOUR  
CAREER WITH US!**

[www.ddsengineering.com](http://www.ddsengineering.com)

**WE DESIGN UNIQUE SOLUTIONS FOR COMPLEX PROBLEMS**