



Executive Secretary

There is an immediate opportunity for a top notch Executive Secretary to support Managers of North America's largest importer of sporting firearms and accessories. This position demands impeccable administrative skills and discretion. To be successful in this position you must demonstrate excellent verbal and written communication skills with the ability to interact effectively with a variety of personalities, professional phone etiquette, professional appearance, skill in utilizing various Microsoft programs including MS Word and Excel, strong note taking skills, and type 90+ wpm. We are looking for a person who is responsible, flexible, organized, self-directed, and has the ability to gracefully handle multiple projects with exceptional follow-through skills. We are looking for a person who has 3-5 years direct experience and has demonstrated that they know what it takes to be an excellent Executive Secretary!

Firearms Assemblers

We are seeking qualified persons for employment in our assembly department. Candidates with recent experience with hand tools, ability to assemble and problem solve mechanical assemblies, follow instructions precisely, have a strong work ethic that includes working 40 to 46 hours per week, have reliable transportation, and contribute to the success of our company are encouraged to apply.

Gunsmith

Full-time Gunsmith position supporting our product line as well as new product development. Prior experience working on a variety firearms is helpful. Comfortable working in a manufacturing environment as part of a team. Ability to meet deadlines/goals established. Good communication and disposition. Successful completion and graduation from an accredited Gunsmith program. Experience and knowledge with surplus military firearms highly desirable.

Maintenance Worker

We are seeking a qualified maintenance person to assist in providing support services of a mechanical nature throughout the facility. Candidates that demonstrate experience performing routine maintenance of manufacturing machinery, experience building tooling/fixtures/work stations/and other items that support a facility, solid experience troubleshooting and repairing electrical/mechanical problems, responsible person who can stay on task with assigned duties at all times, diligent in completing all required paperwork timely and accurately, have a strong work ethic that includes working 40 to 46 hours per week, have reliable transportation, and contribute to the success of our company are encouraged to apply.

Apply today by filling out an application at:

CENTURY ARMS, INC.
236 Bryce Blvd, Georgia, VT 05454
(In Arrowhead Industrial Park, off Rt. 104A)

Or

Visit us online at www.centuryarms.com

All applicants must pass a criminal background check and a pre-employment drug screening. We support a drug-free workplace and enforce a Zero Tolerance Policy

EOE

Full-time positions offer medical insurance, dental insurance, life insurance, paid holidays, paid personal time, paid vacation, NRA membership discount, and employee purchasing privileges.