



## Summer Office Assistants

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**This posting represents 5 open positions**

**These positions are located in Winamac, Indiana**

***We are currently seeking students who are at least 18 years old looking for an opportunity to work in an office setting for the summer. These are full-time positions, working 40 hours/week, making \$10.50/hr.***

We have opportunities in Purchasing, Engineering Support, IT, Customer Experience Group, and Dealer Development.

These positions will require basic data gathering, compilation of data, and utilization of various corporate software. They will require working with spreadsheets, entering, and analyzing data. May also include general office support, answering phones, filing, and scanning documents.

The ideal candidate will have the ability to prioritize multiple tasks, be enthusiastic, cooperative and have positive behavior. Candidates must possess strong initiative and be results oriented. Excellent written and verbal communication skills are essential.

BraunAbility is an equal opportunity employer.

**If interested, please email your resume to  
Teresa.Thurston@BraunAbility.com.**