**Nubenco Enterprises, Inc**

**Title:** International Business Development Assistant

**Location:** Paramus, NJ

**Job Type:** Part-time

**Compensation Type:** Hourly  
**Wage:** $10.00

**Start Date:** ASAP  
**Close Date:** 4/15/2016

**Job Description:** Assist in day to day operations at an export company. Exporter of pharmaceuticals and medical equipment.

**Primary Responsibilities:**

- Data entry, document clean up and formatting.
- Make travel arrangements.
- Create sales orders and purchase orders.
- Socia media, promotion of product/services.

**Qualifications:** Good communication skills (written & verbal), Bilingual (English & Spanish), Computer skills (accurate & good typing speed). Detailed oriented and good organization skills.

**Application Instructions:** Email resume and cover letter to rchristmas@nubenco.com.

**About the organization:** Paramus, NJ export company in business for almost 40 years.