

D-MAX Engineering, Inc.

Application Administrative Assistant/Bookkeeper

Name: _____

Date: _____

Instructions

To apply for this position, please send the following documents to [hiring@dmxinc.com](mailto: hiring@dmxinc.com) with “**Administrative Assistant/Bookkeeper**” in the subject line. Submittals that do not follow the format described will not be considered.

1. Your resume
2. Your cover letter
3. This completed application

Position Specific Questions

Please answer the questions listed below. *Please provide concrete examples to illustrate your qualifications.*

1. Describe why you are interested in being an administrative assistant and what parts of the job you find most enjoyable or satisfying.

2. Please describe one bookkeeping accomplishment you are proud of.

3. Your preferred number of hours to work per week:

4. Please provide your desired salary range: