**West Texas Ordnance Inc.**

17801 North FM 2230, Ackerly, TX 79713

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

(432)312-6132

Position: Office Admin/NFA Sales Manager

Responsibilities:

* NFA sales and form submission
* Parts Ordering
* Shipping and Receiving
* Asset Liquidation
* Sales
* General organization and cleanliness of workspace/showroom

Work Schedule: Monday-Friday, 8AM-5PM. Hours and schedule flexible if needed, position can be part time based on applicant.

Workplace Environment: Rural manufacturing facility with showroom. Daily attire is clean casual. Major towns are approximately 20 miles away, so expect 30 minute commute time.

Qualifications:

* Must be 18 years of age or older
* Must be able to pass criminal background check and drug test
* Basic knowledge of firearms and ammunition
* High School diploma
* Legible handwriting/good penmanship
* Working knowledge of Microsoft Office
* Willingness to learn
* Good attitude
* Valid driver’s license and reliable means of transportation
* Prior military service is preferred but not required
* Minimum 2 references

 Contact: Email resume to Clayton Smith at westtexasordnance@hotmail.com, or call (432)517-0592 for appointment to drop off resume.