



AMERICAN TACTICAL
231 Deming Way, Summerville, SC 29483

POSITION: Accounting Assistant
DEPARTMENT: Accounting
REPORTS TO: Accounting Manager

POSITION OVERVIEW:

The Accounting Assistant works under the supervision of the Accounting Manager and is a member of the Accounting team for the company. In this position, the Accounting Assistant will keep financial records, update and prepare reports, as well as process business transactions like accounts payable, accounts receivable, disbursements, expense vouchers, and receipts. A successful accounting assistant should be familiar with all accounting procedures and have a flair for numbers. Ultimately, a successful Accounting Assistant will help ensure the company's daily accounting functions run accurately and effectively.

REQUIREMENTS:

Essential Job Position Duties:

- Provide accounting and clerical support to the Accounting Department,
- Type accurately, prepare, and maintain accounting documents and records,
- Maintain accounting records by making copies and filing documents,
- Enter key data of financial transactions in accounting system daily.
- Provide assistance and support to company personnel.
- Research, track, and report accounting or documentation problems and discrepancies.
- Protects organization's value by keeping information confidential.
- E-Mail / mail invoices.
- Cash receipts for lock box, ACH's, wires, and checks.
- E-mail / mail statements to customers at the first of each month.
- Match up invoices with outgoing checks / check stubs and mail checks.
- Do research for any issues that may arise during the day.
- Assist with audits.
- Responsible for performing clerical and administrative duties in an office setting.
- Assist other personnel by sorting mail, filing, answering phones, greeting clients, scheduling meetings, and restocking supplies.

Knowledge and Skills:

- Knowledge of general accounting principles.
- Must be proficient in all areas of Microsoft Office (Word, Excel, Outlook, etc.), including the ability to operate computerized accounting, specifically Microsoft Dynamics - GP and spreadsheet programs.
- Attention to detail – High degree of accuracy, attention to detail and confidentiality – Quality and organization are of the utmost importance.



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- Shows a high level of accountability for product, performance and personal responsibility.
- Ability to use good judgment and logic in the performance of duties
- Effective verbal, listening, and written communication skills
- Ability to work well in a fast-paced environment with times of high stress and volume.
- Effective organizational and time management skills
- Demonstrates a sense of urgency and ability to meet deadlines
- Ability to work independently or as a team member
- Good punctuality and attendance.
- Strong sense of personal responsibility
- Mature attitude.
- Pride in work.
- Willingness to work overtime / Saturdays (if needed).
- Ability to multitask and remain flexible.
- Must pass a background check and pre-employment drug screen

Physical demands and abilities

- Must be willing to regularly sit at a desk, in front of a computer for extended periods of time.
- Regularly move from sitting to standing positions effortlessly
- Regularly spend long hours in intense concentration reviewing and entering financial information into a computer
- Regularly use hands and fingers to handle, control, or feel objects
- Frequently work on projects that require deadlines
- Frequently bend to file and maintain files
- Occasionally lift 5-10 pounds

Experience and Education:

- High School Diploma or equivalent.

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AMERICAN TACTICAL
231 Deming Way, Summerville, SC 29483

POSITION: CNC Machine Operator
DEPARTMENT: CNC Machining
REPORTS TO: CNC Production Manager

POSITION OVERVIEW:

The CNC Machine Operator works under the supervision of the CNC Production Manager and/or appointed Shift Leaders. This position is a member of the CNC Machining/Production team for the company. They assist manufacturing and management of serialized and non-serialized inventory; and assist in other areas as needed for the company.

REQUIREMENTS:

Essential Functions and Duties:

- Tsugami swiss style machines.
- Haas lathes with live tooling.
- Multi axis Haas mills (is a plus).
- Ability to read and understand mechanical drawings (is a must).
- Assist in other Warehouse / Production areas as needed.
- Maintain a safe and clean work station.

Knowledge, Skills, and Qualification:

- Strong mathematical and organizational skills (preferred).
- Knowledge of Tsugami swiss style machines (required).
- Knowledge of Haas lathes with live tooling (required).
- Knowledge of Multi axis Haas mills (is a plus).
- Good punctuality and attendance.
- Strong time management skills.
- Strong sense of personal responsibility
- Mature attitude.
- Pride in work.
- Willingness to work overtime / Saturdays if needed.
- Ability to multitask and remain flexible.
- Attention to detail – Quality and organization are of the utmost importance.
- Ability to work well in a fast-paced environment with times of high stress and volume.
- Must work well in a team environment and maintain good communication skills.
- Ability to use good judgment and logic.
- Must pass a background check and pre-employment drug screen



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Physical Requirements:

- Must be able to stand for extended periods of time.
- Must be able to lift up to 50 lbs.
- Must be able to work A-Shift (7 AM – 3:30 PM), B-Shift (3 PM – 11:30 PM), or C-Shift (11 PM – 7:30 AM).

Experience and Education:

- High School Diploma or equivalent (required)
- Knowledge of Firearms (preferred)
- Knowledge of and experience in Gunsmithing (preferred)

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AMERICAN TACTICAL
231 Deming Way, Summerville, SC 29483

POSITION: Firearms Technician – Finishing/Cerakote
DEPARTMENT: Production
REPORTS TO: Production Manager

POSITION OVERVIEW:

The Firearms Technician – Finishing/Cerakote works under the supervision of the Production Manager and/or appointed Shift Leaders. This position is a member of the production/assembly team for the company. They follow finishing and Cerakote procedures as well as assembly procedures; and assist in other areas as needed for the company.

REQUIREMENTS:

Essential Functions and Duties:

- Willing to use HVLP Gun for Application of Cerakote.
- Work in non-climate-controlled environment.
- Able to use / learn Sand Blaster.
- Proper use of PPE.
- Work with chemicals properly.
- Follow assembly procedures with attention to quality and performance goals.
- Verify and record serial numbers of all firearms for inventory control.
- Assist in other Warehouse / Production areas as needed.
- Maintain a safe and clean work station including equipment.

Knowledge, Skills, and Qualification:

- Attention to detail – Quality and organization are of the utmost importance.
- Ability to work well in a fast-paced environment with times of high stress and volume.
- Must work well in a team environment and maintain good communication skills.
- Ability to use good judgment and logic.
- Must pass a background check and pre-employment drug screen.

Physical Requirements:

- Must be able to stand for extended periods of time.
- Must be able to lift up to 50 lbs.

Experience and Education:

- High School Diploma or equivalent (required)
- Knowledge of Sand Blaster (preferred)
- Knowledge of Firearms (preferred)
- Knowledge of and experience in Gunsmithing (preferred)



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POSITION: Firearms Technician
DEPARTMENT: Production
REPORTS TO: Production Manager

POSITION OVERVIEW:

The Firearms Technician works under the supervision of the Production Manager and/or appointed Shift Leaders. This position is a member of the production/assembly team for the company. They follow assembly procedures; verify and record serial numbers; restock parts; and assist in other areas as needed for the company.

REQUIREMENTS:

Essential Functions and Duties:

- Follow assembly procedures with attention to quality and performance goals.
- Verify and record serial numbers of all firearms for inventory control.
- Use hand held tools.
- Restock all small parts on the assembly line.
- Assist in other Warehouse / Production areas as needed.
- Maintain a safe and clean work station.

Knowledge, Skills, and Qualification:

- Attention to detail – Quality and organization are of the utmost importance.
- Must have basic knowledge of hand tools.
- Ability to work well in a fast-paced environment with times of high stress and volume.
- Must work well in a team environment and maintain good communication skills.
- Ability to use good judgment and logic.
- Must pass a background check and pre-employment drug screen

Physical Requirements:

- Must be able to stand for extended periods of time.
- Must be able to lift up to 50 lbs.

Experience and Education:

- High School Diploma or equivalent (required)
- Knowledge of Firearms (preferred)
- Knowledge of and experience in Gunsmithing (preferred)

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POSITION: Vault / Warehouse Manager
Vault / Warehouse Assistant Manager
DEPARTMENT: Warehouse
REPORTS TO: Vice President/COO

POSITION OVERVIEW:

The Vault / Warehouse Manager works under the supervision of the Vice President/COO. This position is a member of the asset control/warehouse team for the company. They manage and maintain all aspects of the Vault / Warehouse; assist in the organization and management of serialized and non-serialized inventory; and assist in other areas as needed for the company.

REQUIREMENTS:

Essential Functions:

- Verifying the accuracy of freight received to packing slips
- Checking in and posting all firearms before the end of the day of which they entered the warehouse
- Placing all freight on the shelves or in the location officially selected
- Proper marking of shelving and aisles with location codes for all products
- Inventory control and maintenance of all tools and equipment used in performance of warehouse operations
- Team up with lateral supervisors to perform product inventory cycle count of one manufacturer per week
- Team up with lateral supervisors to maintain a neat, clean and safe environment
- You may be required to process PO returns, Back to Factory returns, or any Returned package or Product Problem Form.
- You may be required to assist lateral supervisors in the warehouse depending upon the demands of each sub-department and their work load.
- Provide training for your staff
- Develop SOP's for warehousing
- Mentor 1 or 2 individuals as a backup for your position.
- Locking the warehouse whenever necessary before leaving the building.
- Ensure all training for Warehouse and Production SOP's are implemented
- Attend Production meetings daily
- Ensure all Safety, company policy, and rules are being followed by Warehouse / Production employees.
- Ensure Warehouse is staffed to demand per shift
- KNOW THE COMPANY EMPLOYEE HANDBOOK.



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- Ensure your department is in full compliance regarding serialized Inventory.
- Building maintenance- All company property needs to be policed for debris and damage.

Knowledge and Skills:

- Builds knowledge of the organization and processes
- Receives a minimal level of guidance and direction
- Strong attention to detail and strong communication skills
- Strong organization and time management skills
- Excellent record keeping skills.
- Good punctuality and attendance.
- Strong time management skills.
- Strong sense of personal responsibility.
- Mature attitude.
- Pride in work.
- Willingness to work overtime / Saturdays if needed.
- Ability to multitask and remain flexible.
- Attention to detail – Quality and organization are of the utmost importance.
- Ability to work well in a fast-paced environment with times of high stress and volume.
- Must work well in a team environment and maintain good communication skills.
- Ability to use good judgment and logic.
- Must pass a background check and pre-employment drug screen.

Physical Requirements:

- Must be able to stand for extended periods of time.
- Must be able to lift up to 50 lbs.

Experience and Education:

- High School Diploma or equivalent (required)
- Knowledge of Firearms (preferred)
- Minimum 5 years Warehouse experience (required)
- Minimum 2 years Warehouse Management experience (required)
- Knowledge of Microsoft Office Products including but not limited to Word, Excel, and Outlook (required).

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POSITION: Warehouse Associate
DEPARTMENT: Warehouse
REPORTS TO: Warehouse Manager

POSITION OVERVIEW:

The Warehouse Associate works under the supervision of the Warehouse Manager. This position is a member of the asset control/warehouse team for the company. They maintain all aspects of the Warehouse; assist in the organization as well as the shipping and receiving of serialized and non-serialized inventory; and assist in other areas as needed for the company.

REQUIREMENTS:

Essential Functions:

- Verifying the accuracy of freight received to packing slips
- Checking in and posting all firearms before the end of the day of which they entered the warehouse
- Placing all freight on the shelves or in the location officially selected
- Proper marking of shelving and aisles with location codes for all products
- Inventory control and maintenance of all tools and equipment used in performance of warehouse operations
- Team up with lateral departments to perform product inventory cycle count of one manufacturer per week
- Team up with lateral departments to maintain a neat, clean and safe environment
- You may be required to process PO returns, Back to Factory returns, or any Returned package or Product Problem Form.
- You may be required to assist lateral departments in the warehouse depending upon the demands of each department and their workload.

Knowledge and Skills:

- Builds knowledge of the organization and processes
- Receives a minimal level of guidance and direction
- Strong attention to detail and strong communication skills
- Strong organization and time management skills
- Excellent record keeping skills.
- Good punctuality and attendance.
- Strong time management skills.
- Strong sense of personal responsibility.
- Mature attitude.
- Pride in work.



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- Willingness to work overtime / Saturdays if needed.
- Ability to multitask and remain flexible.
- Attention to detail – Quality and organization are of the utmost importance.
- Ability to work well in a fast-paced environment with times of high stress and volume.
- Must work well in a team environment and maintain good communication skills.
- Ability to use good judgment and logic.
- Must pass a background check and pre-employment drug screen.

Physical Requirements:

- Must be able to stand for extended periods of time.
- Must be able to lift up to 50 lbs.

Experience and Education:

- High School Diploma or equivalent (required)
- Minimum 5 years Warehouse experience (required)
- Knowledge of Microsoft Office Products including but not limited to Word, Excel, and Outlook (required).

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POSITION: Maintenance Technician (Handyman / Jack-Of-All-Trades)
DEPARTMENT: Maintenance / Warehouse
REPORTS TO: Maintenance Manager / Warehouse Manager

POSITION OVERVIEW:

The Maintenance Technician works under the supervision of the Maintenance Manager and/or Warehouse Manager or other appointed Leaders. This position is a member of the maintenance/warehouse team for the company. This position requires a Jack-Of -All-Trades. They may assist in the organization and management of serialized and non-serialized inventory; and assist in other areas as needed for the company.

REQUIREMENTS:

Essential Functions and Duties:

- Building maintenance – company property policed for debris and damage including Electrical, Plumbing, and HVAC.
- Repair/inspect fixtures and equipment.
- Perform routine maintenance on all company equipment assigned (i.e. Tow Motors, Pallet Jacks, Machinery, Forklifts, etc.).
- Building construction projects.
- Work closely with IT department on system hardware upgrades or replacement of equipment.
- Responsible for care, maintenance, and inventory of tools and machinery used for any purpose throughout the building.
- Responsible for vehicle maintenance owned by the company including oil changes, etc.
- Communicate with Supervisors and Management for design and approval of structural changes within any department and to the building or surrounding grounds. Any and all requests by any department manager or personnel for any changes must be approved by Supervisor or Management prior.

Knowledge, Skills, and Qualification:

- Knowledge of Electrical, Plumbing, Carpentry, , and Masonry.
- Knowledge of Welding and Fabrication.
- Strong mechanical ability (required).
- CDL License (preferred).
- Good punctuality and attendance.
- Strong time management skills.
- Strong sense of personal responsibility with mature attitude who takes pride in work.
- Willingness to work overtime / Saturdays when needed.
- Ability to multitask and remain flexible.



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- Attention to detail – Quality and organization are of the utmost importance.
- Ability to work well in a fast-paced environment with times of high stress and volume.
- Must work well in a team environment and maintain good communication skills.
- Ability to use good judgment and logic.
- Must pass a background check and pre-employment drug screen

Physical Requirements:

- Must be able to stand for extended periods of time.
- Must be able to lift up to 50 lbs.

Experience and Education:

- High School Diploma or equivalent (required)
- Knowledge of Electrical, Plumbing, Carpentry, and Masonry.
- Knowledge of Welding and Fabrication.
- CDL License (preferred).

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