



Job Opportunity

Office Generalist / Accounting Assistant

Impact of Position:

Individuals in this position are responsible for generally assigned office duties and are expected to provide back-up per the Office Manager's direction, which can include but isn't limited to Accounts Payable, Accounts Receivable, Traffic Scheduling, Inventory Reconciliation and Work Order release.

Job Tasks / Responsibilities:

Individuals in this position will be able to perform the following with or without reasonable accommodations:

- Hold the assigned work schedule, 8am – 5pm, Monday - Friday
- Support A/p and A/R duties
- Work Order Processing. Work Order/Production Routing Changes
- Various filing, scanning, storing of files, documents, etc.
- Time Clock Data Maintenance
- Maintain Engineering files
- Handle incoming calls, faxes, emails, other forms of communication, etc.
- Support Traffic Scheduling Functions

Required Experience:

- Minimum 5 years in an office/admin setting
 - Accounting or bookkeeping experience preferred
- Some familiarity with ethical business practice or best practice for office settings:
 - Handling sensitive/confidential information/confidentiality
- Minimum High School Diploma or G.E.D. equivalent
 - Applicable Business Admin. education/certs/training preferred
- Proficiency with Microsoft Office Suite (Excel, Word, etc.)
- Ability to multitask and work in a fast paced environment

Physical Demands:

- Seated or standing work over long periods of time
- Repetitive bending of wrists and use of hands.
- Occasional lifting, carrying, pushing, pulling, dragging, bins boxes containers – 5-10 lbs.
- Written, spoken and/or data entry communications

Mental Requirements:

- Excellent Communication skills
- Comprehension and demonstration of written/oral/verbally assigned tasks.
- Ability to visualize completion of assigned tasks.
- Problem solving and critical thinking.
- Basic accounting math and problem solving skills
- Ability to anticipate / identify problems

To submit your interest in this position, please submit a cover letter and resume to Melissa Hart at mhart@clampcoc.com. Clampco is an Equal Opportunity Employer M/F/Dis/Vet