

[Office person for Purchasing/Accounting, JYC America]

Terms of employment

Annual Salary	Discussed Upon Interview (\$2,000/month for internship)
Type of Work	Full Time / Temporary, Internship, Contract
Type of Job	Admin/Office / Purchasing & Accounting
Location	16 Bruce way, Mound House NV 89706
Benefits	Bonus, Dental Plans, Health Insurance, Sick Leave, Paid Vacation

Essential Job Functions

- Job duties include but are not limited to the following:

[Purchasing]

- Seek out and evaluate items for production of extruding line through local and out-of-state vendors (Resin and flakes materials and all items for production)
- Negotiate purchase prices on required items and determine whether to purchase or pass based on our in-house guidelines
- Keep meticulous records on all transactions and submit them to our accounting department monthly for auditing
- Inform vendors of our purchasing requirements and ensure all tasks are fulfilled, from producing new keys to providing maintenance records

[Accounting]

- Staying up to date with current and prospective company accounts
- Communicating with clients and addressing any concerns
- Monitoring client communication and promptly responding to calls and emails
- Creating company invoices and recording all client transactions
- Maintaining records for client accounts and auditing them regularly
- Collaborating with a variety of different departments to better serve the clients' needs, such as the accounting and marketing departments
- Searching for, pitching to and attaining new client accounts
- Selling additional products and services to existing clients

Competency:

To perform the job successfully, an individual should demonstrate the following competencies:

[Purchasing]

- Bachelor's Degree in Business Administration or related field required
- Prior knowledge of vehicles and their mechanics highly desired
- Working knowledge of major makes and models of popular vehicles
- Excellent written and oral communication skills and negotiating skills
- Reliable transportation required

[Accounting]

- Advanced marketing and sales skills for finding, attracting, pitching to and acquiring new accounts

- Excellent computer skills in order to use online programs to manage accounts and records
- Multitasking skills for handling multiple clients and their accounts
- Strong customer service skills for developing and maintaining long-term relationships with old and new clients
- Excellent organization skills to keep meticulous records for client accounts and maintain multiple accounts at once
- Advanced written and verbal communication skills for maintaining good relationships with clients and addressing concerns promptly to increase customers satisfaction
- Problem-solving skills for identifying and addressing client concerns
- Must be willing to attend training sessions when necessary
- Must be able to do basic mathematics
- Must be able to work overtime
- Bi-Lingual, Communication Skills, Fluent in English, Fluent in Korean

Resume and interview are required to be considered for this position. A Drug test will be required after interview. Will not be tested for THC.

About JYC America : see the company web site (www.jychemical.com)