

Part Time Office Assistant Posting

A Part Time Office Assistant position is available at, Nu-Wool Co., Inc., a local manufacturing company located in Jenison, MI.

This position is part of the front office team and will need to assist in answering phones and greeting on-site visitors. Candidate should enjoy working in a fast-paced, challenging, customer service focused environment.

This position will be responsible for the following duties, in addition to other projects as requested by the Controller.

Update and maintains vendors and customers in QuickBooks.

Take customer orders by phone, email or in-person.

Prepare checks by scheduling to take advantage of all possible discounts.

Compile and sorts all documentation to substantiate business transactions.

Code and enters approved purchases in QuickBooks.

Issue customer statements, assesses finance charges and issues credit memos as needed.

Record cash and check deposit.

Balance petty cash at month end.

Reconcile employee credit card purchases and employee expenses.

Daily invoicing for all items shipped or picked up.

Responsible for processing new customer applications including credit reports and vendor references.

Three to five years of related office experience is preferred. QuickBooks experience is a plus.

For consideration at this long standing, team oriented company, please send your resume to Human Resources at kmeyer@nuwool.com or by mail to 2472 Port Sheldon St, Jenison, MI 49428