



NOTICE OF JOB OPENING

POSITION/TITLE: **ADMINISTRATIVE PROFESSIONAL**

PAY SCALE: **T.B.D.**

REPORTS TO: **WAREHOUSE MANAGER**

LOCATION: **VANCOUVER, WA**

FULL-TIME

POSTING DATE: **11/19/2018**

Job Summary: This clerical position will support the Pacific Northwest branch and support all daily duties of the front office. Daily operational tasks will consist of answering phones, working with the corporate branch on sales, shipping and receiving, shipment transfers and purchasing of materials.

Billing and Receiving: Billing of daily sales orders that have shipped. Coordinate logistics on material transfers from corporate branch and reconcile any discrepancies. Receive all material in an accurate and timely fashion.

Front office Duties: Answer phone calls promptly and courteously. Order entry, file and process billing. File invoices, bills and other applicable paperwork. Enter sales orders and process for warehouse packaging and shipping. Assist with ordering of office and warehouse supplies.

Other duties as required.

Skills Required:

- Phone etiquette
- Typing skills
- Proficient knowledge of all microsoft programs (Word, Excel, Google Sheets).
- Minimum of 2 years clerical work history
- Dependability
- Deadline oriented
- Strong organizational and time management skills
- Able to work independently

APPLY BY EMAILING RESUMES AND COVER LETTERS TO HR@TOTTENTUBES.COM

This company is committed to the principles of equal employment opportunity and is committed to making employment decisions based on merit. We are committed to complying with federal, state, and local laws providing equal employment opportunities, as well as all laws related to terms and conditions of employment. The company desires to keep a work environment free of sexual harassment or discrimination based on race, religion, color, national origin, sexual orientation, physical or mental disability, marital status, age, or any other status protected by federal, state, or local laws.