



Position: Receptionist/Invoicing Clerk

Location: Salinas, CA

SUMMARY:

The receptionist/invoicing clerk will answer all phone lines, greet customers coming into office, take messages, assist with customer inquiries, and direct them to the appropriate department or personnel at assigned. This individual will maintain a clean and organized desk and office environment.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- File
- Process cycle bills daily
- Add customer credit applications into system
- Process freight bills
- Invoicing for Yuma, Stockton, Fall River Mills, Imperial, Sacramento
- Update database unit sheets as needed
- Meter and prepare outgoing mail; collect mailbox items
- Ensure copier and fax machines are loaded with sufficient paper and that work counters have necessary supplies (post-its, clips, highlighters, etc.) at the start of the workday
- Lock up at the end of the day
- Backup for invoicing for other locations
- Other related duties as assigned

General Requirements:

- Establishes and maintains effective channels of communications with management, co-workers, vendors and all other business contacts
- Is organized, independent and self-motivated, enthusiastic, dependable, detail-oriented, flexible in scheduling and prioritization, and driven by excellence
- Demonstrates proficient written and verbal communication skills, including accurate grammar and business correspondence
- Great team player
- Proactively seek and participate in available company-sponsored training, in an effort to develop and advance knowledge base and skill set.
- Participate in all company/location driven communication efforts, including open book meetings, huddles, department meetings and other related efforts.
- Maintain a positive and professional working relationship with peers, management, and support resources, with a constant commitment to teamwork and exemplary customer service.
- Perform all other duties as assigned by management in a professional and efficient manner.

QUALIFICATION REQUIREMENTS

Education and/or Experience:

- At least 2 years of experience in a similar work environment with a proven track record of strong organizational skills, effective decision-making, and excellent people skills. High School Diploma.
- Bilingual preferred
- Invoicing: 1 year (Required)
- Answering multi phone lines: 3 years (Preferred)
- Customer service: 3 years (Preferred)
- Computer literate in Microsoft Office Suite preferred

Schedule:

- Monday to Friday

Pay: \$17-19/hr.

Please send resumes to: ccjobs@slingshotconnections.com

Phone Number: 831.663.4000