

POSITION: Data Entry/Bookkeeping Clerk

LOCATION: Arlington, TN

SUMMARY: An international supply chain solutions company headquartered in Arlington TN, is looking for a detail-oriented self-starter with the ability to take initiative and work in a fast paced environment. Candidate must be a team player with a positive and flexible attitude and the ability to prioritize workload, multiple tasks and deadlines while maintaining a high level of accuracy and attention to detail. To be successful in this position the candidate needs to be comfortable working in an ever changing environment, able to successfully support various members of management, and able to use Excel, Word, and Outlook. QuickBooks experience a plus.

DUTIES/RESPONSIBILITIES

- Provide support to relieve staff members of various administrative details
- Prepare daily commercial deposits for multiple companies
- Enter customer orders into QuickBooks for designated accounts
- Enter and process invoices and payments for multiple companies
- Manage accounts receivable and light collection work
- Prepare and distribute reports company wide
- Process incoming credit applications from new customers and forward to management for approval
- Handle general office and clerical duties including, but not limited to, answering phones, greeting visitors, coordinating various calendars, setting up and maintaining files

QUALIFICATIONS

- Microsoft Office - with a proficiency in Excel
- Knowledge of, and experience with, **QuickBooks** a plus
- Strong customer service and problem solving skills to interact with all levels - internal and external
- Strong judgment, initiative, and motivation to resolve problems and/or develop recommended solutions
- Ability to manage work which is generally of critical and confidential nature with minimal supervision
- Must be capable of multi-tasking with ease in a fast paced environment
- A minimum of 2 years of experience in a similar data entry or administrative support role

SCHEDULE: Mon – Fri, 8 am – 5 pm

COMPENSATION: \$12.00 per hour

Contact: Amber Dawn Woods, 901-871-0104