



## Administrative

A trusted global adviser of XRF Sample Preparation Products and Services that manufacturers and distributes scientific equipment & consumables for industrial laboratory markets worldwide. Due to our continued growth we now have an Administrative position available.

### Responsibilities

- Order entry
- Follows administrative SOP's practices using good judgment performing assigned duties.
- Responsible for entering data accurately and consistently
- Reconcile shipping bills
- 2 Years' experience with QuickBooks is preferred
- Must be able to multitask within the administrative department
- Performs miscellaneous duties as required by manager.
- Custom brokers /freight forwarders
- Reports

**Reports to:** Administrative Supervisor

### Qualifications

Must have excellent phone and communication skills; knowledge of FedEx and UPS software is a plus, minimum 2 years' experience with billing and navigating through QuickBooks effectively

The candidate must be computer literate with good working knowledge of Microsoft Word, Excel, Outlook and QuickBooks. The ideal candidate should be a multi-tasker that enjoys working. The successful candidate will be someone reliable, takes pride in their work and is looking for a full time Monday through Friday long term position.

- Completion of High School Diploma or GED
- 2+ years of experience in this field or related field.
- Punctual, meticulous and reliable
- Past work experience in clerical field

### Benefits

We offer a competitive salary, paid vacations, holidays, sick days, paid while you train and opportunities in a dynamic industry plus a 401 K Plan

### Contact:

Send your resume to: [jobs@premierlabsupply.com](mailto:jobs@premierlabsupply.com)

**Base Pay:** \$10.00-\$14.00