



JOB POSTING
EOE/M/F/V/D

Office Clerk – Gillette, WY

Fenner Dunlop Conveyor Services, LLC is seeking an Office Clerk in the Accounting Department. The position will be located in Gillette, WY.

Purpose and Function

Responsible for answering phones, invoicing, assisting with payroll, assisting with inside sales and shipping and receiving. Responsible for setting up work orders, maintaining daily crew schedule, assisting with A/P entry, auditing job files, assisting with travel arrangements for staff and technicians. Prepare customer mailings and complete company business as required, i.e. post office and bank errands.

Position Dimensions

- Reports to Controller
- Provide pricing and quoting
- Accept and enter sales orders
- Track and maintain orders
- Expedite and manage customer orders
- Respond to customer concerns and needs
- Interact with Industrial Distribution Manager and assist as needed
- Keep customers informed on the status of existing orders
- Other duties as required

Qualifications Needed

- Customer service related experience in an industrial setting
- Two years or more post high school education with focus on office administration/accounting or minimum of three years work experience in office setting
- Must excel in written and verbal communication and be professionally persuasive
- Must possess superior interpersonal skills dealing with customers and co-workers
- Hands on computer knowledge including a solid background using spreadsheet and word processing programs
- Ability to identify, define and offer solutions to problems, with attention to detail

The job description and more details are available from Human Resources. If interested please complete and submit internal job application to HR by September 18, 2009.