

Office Help



Location **Missouri**
<https://www.genclassifieds.com/x-723983-z>



Fast Growing Equipment Company is expanding. We are looking to hire for a bookkeeping/Customer Service position.

We require that you have knowledge of Quick books, Order Entry, Excel and MS Word. A professional appearance and attention to detail is highly desired in our selection.

Duties would be the following:

Daily accounting entry
 Accounts Receivable
 Accounts Payable
 Payroll Time Entry
 Quote Entry
 Order Entry
 Customer Service
 Phones
 General office task.

Please send your resume with contact information today.

We will follow up with in 24 hours.



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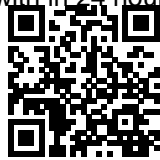
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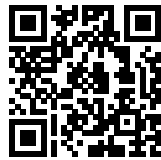
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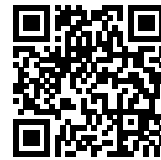
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