



Title: General Office Assistant

Purpose: The General Office Assistant is responsible for assisting with general accounting, order entry and customer service for SEK-Surebond.

Responsibilities:

- Accounting
 - Invoice Matching
 - Scan Shipping/Receiving Documents
 - Organize Electronic Files
 - Credit Card Reconciliation – Match receipts to charges on statements
 - Enter Invoices into 3rd party portals
 - Request Customer Sales Tax Certificates/Avalara CertCapture
 - Freight Bills - Match quoted to billed
- Order Entry
 - Enter Customer Orders into Sage 100 ERP System
 - Enter Amazon & Home Depot Orders
 - Enter Marketing/Sample Orders
- Customer Service
 - Answer Phone
 - Call Customers to Confirm/Clarify Order Information, Shipping Requirements, Pricing Discrepancies
- Sales Team
 - Expense Reports – Match credit card statements to reports on expense software.
 - Mileage Tracking – Pulling mileage reports and verifying mileage tracking is correct.

Required Qualifications:

- Minimum of 1 year previous office experience
- Microsoft Word & Excel Experience
- Quick Learner
- Strong Communication Skills
- Ability to Multi-Task
- Problem Solving Skills
- Work Independently

Working Conditions:

- Full Time
- 8:00 am - 4:30 pm Monday – Thursday, 8:00 am – 4:00 pm Friday
- 30 Minute Lunch
- In-office Position (no remote opportunities)
- Position will start in St. Charles and will move to our new location in Aurora December '23/January '24
- Desk Position
- Very Quiet Office Environment
- Work Independently with Some Team Interaction

Benefits:

- Health Insurance (Employer Partially Funded) - Available 60 days following the 1st of the month
- Optional Additional Insurance (Employee Funded) – Dental, Short & Long Term Disability, Life etc
- 401 (k)
- Holiday & Paid Time Off

Please send resume and indicate position of interest to info@sek.us.com.