

Accounting Assistant

Koch Modular is currently seeking a hard-working, talented individual to join our Accounting group in our Paramus, NJ location. Interested? Email us at careers@modularprocess.com.

Duties & Responsibilities:

- Responsible for purchase order review and expediting order completion including vendor documentation, vendor proof of shipment, and tracking information.
- Answer multi-line telephone system, screen callers, take accurate messages and transfer telephone calls to the appropriate person in an efficient and courteous manner.
- Greet and screen incoming visitors in a professional manner and promptly notify appropriate person of their arrival.
- Produce FedEx and regular mail shipments (domestic and international).
- Receive, sort and distribute incoming mail.
- Word processing of documents and creation of spreadsheets.
- File documents, correspondence, and drawings. Maintain records of vendor insurance certificates.
- Compile installation, operating, and maintenance manuals for projects.
- Make travel arrangements as required.
- Act as back-up for other administrative assistant when absent.
- All general office duties assisting staff and other special projects as assigned.

Requirements & Qualifications:

- High School Diploma / GED
- 3-5 years of related work experience.
- Proficiency with Microsoft Office Word, Excel, and PowerPoint
- Ability to operate office equipment (multi-line telephone system, voicemail system, fax machine, copy machine, scanning of drawings and postage machine/scale).
- Must possess excellent written and verbal communication skills.
- Must possess strong time management and organization skills.
- Must be able to work both independently and as part of a team.

KMPS offers a comprehensive benefit package that includes:

- Health Insurance Plan
- Flexible Spending Accounts
- Healthcare Reimbursement Arrangement
- Short and Long-term Disability Plans
- 401(k) Profit Sharing Plan
- Bonus Program
- Employee Referral Bonus Program
- Voluntary Benefit Plans
- Paid Holidays / Time Off
- Group Life / Accidental Death Insurance
- Tuition Assistance Program
- Business Casual Attire

We are an Equal Opportunity Employer that recognizes the value of a diverse workforce