

Plant Administrator

Millwood Inc.



Providing Product Utilization & Logistics Solutions

Job Snapshot

Location:

2191 American Blvd.

De Pere, WI 54115

Employee Type:

Full-Time

Industry:

Manufacturing

Industrial

Transportation

Manages Others:

No

Job Type:

Admin - Clerical

Customer Service

Other

Education:

High School

Experience:

Not Specified

Travel:

Negligible

Post Date:

6/2/2011

Contact Information

Ref ID:

De Pere Admn 06-11

Description

Be a part of an exciting and growing organization that is **located in the De Pere area!** We are a manufacturing company and we service our clients with integrity and character. We provide our team members with opportunities to learn and develop.

Looking for a team member to **provide administrative support** for a plant with up to 100+ Team Members.

Responsibilities include:

- Process bi-weekly payroll
- Record and maintain hourly attendance records
- Answer phones and schedule carrier appointments
- Customer Service is essential
- Report Accounts Payable transactions
- Process shipping and receiving transactions
- Reconcile daily Inbound and Outbound Shipments
- Process employee documentation; new hire information, termination, attendance forms, maintain personnel files
- Supervise and train Shipping and Receiving team members

- Construct and maintain reporting

Requirements

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- 2-4 years office/customer service experience preferred
- College and/or some coursework preferred
- Computer literacy – Outlook, Word, Excel.

Additional Requirements:

- Day Shift
- Travel for training may be required
- Bi-Lingual in Spanish very desirable
- Overtime may be necessary
- Background in Customer Service is a plus
- Must be organized, a self starter with excellent problem solving skills and able to work in a fast paced environment.
- Must be able to cooperate and communicate effectively with internal and external customers.
- Must be able to multi task and accommodate multiple requests effectively.
- Must maintain professional demeanor as this position is the first point of contact.
- Must communicate effectively both verbally and in writing.
- 10 key experience required.

Starting hourly rate will commensurate with experience and knowledge.

Performance bonus, 401(k) Retirement Plans, Group Health and Life available.

Local Candidates only –

RELOCATION is not available.

Send Resumes to: careers@millwoodinc.com

Contact info: 1-877-900-5879

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