



Nelson Wood Shims

500 N.W. 3rd Street • P.O. Box 395 • Cohasset, MN 55721 • (218) 328-6203 • Fax (218) 328-6205 • Email: info@shims.com

KNOWLEDGE, SKILLS AND ABILITIES Invoicing and Administrative Assistant

KNOWLEDGE

- ✓ Must be comfortable working with computers and able to explore and learn new or unfamiliar software
- ✓ Familiar with Microsoft office products
- ✓ Understanding of the manufacturing and retail industries is helpful, but not required

SKILLS

- ✓ **MUST HAVE:** great attention to detail and high level of accuracy
- ✓ Demonstrate strong time management skills and ability to prioritize effectively
- ✓ Be able to troubleshoot and problem solve to find answers on their own
- ✓ Self motivated - yet able to work well as a team
- ✓ Effective written communication skills
- ✓ Analytical thinking

ABILITIES

- ✓ Able to work well under pressure and timelines
- ✓ Able to communicate politely with customers, vendors, co-workers and guests
- ✓ A desire to continually look for improvement
- ✓ Willing to accept direction & instruction from multiple team members

PERSONAL ATTRIBUTES

- ✓ A servant's heart: willing to work on any project no matter how big or small
- ✓ Willingness to learn new things
- ✓ Ability to accept change
- ✓ Honest and trustworthy
- ✓ Good attitude
- ✓ A desire to continually learn new things

Mission Statement: To produce quality products at a fair price, delivered on time in a clean and safe workplace where people care about each other.