



Nelson Wood Shims

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Job Title: Invoicing & Administrative Assistant
Department: Accounting & Administration
Reports to: CFO
Employee Status: Full-time

SUMMARY

Overall, the primary role of this position is to support the Sales, Production and Accounting departments in whatever capacity is needed. More specifically, this position would involve a variety of functions with an approximate allocation as follows:

- 80-90% - Invoicing Clerk
- 10-20% - Administrative Assistant

EDUCATION/EXPERIENCE

- High school Diploma or GED required
- Preference for 2-year college degree or more
- 2 years of professional work experience
- Experience in the manufacturing industry is a plus

INVOICING CLERK - DUTIES/RESPONSIBILITIES

- Review and process sales orders
- Broker freight and schedule deliveries with freight companies
- Process the invoices and coordinate orders on day of shipment
- Prepare various reports for management and other departments
- Assist with any other tasks as directed

ADMINISTRATIVE ASSISTANT - DUTIES/RESPONSIBILITIES

- Must be willing to work on any office task – no matter what it is. No job is too hard, no task is beneath you.
- The following are some examples of the type of tasks that may fall into the admin category.
 - Answers phones
 - Assist with file maintenance
 - Update flow charts and “how to” guides
 - Any other general office task

JOB SKILLS

- Enjoy working in a position that has high repetition
 - Attention to detail is a MUST
 - Be able to meet tight deadlines
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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.

- Able to prioritize and balance multiple work demands
- Able to learn and understand computer systems/ programs
- Comfortable working with Word and Excel: utilizing import/export functions, mail merge, data filtering, etc.
- Able to see a task through from start to finish
- Able to work efficiently and stay on task without supervision
- Able to independently explore how to improve a process

CHARACTER TRAITS

- Team focus is a MUST
- Servants heart - willing to work on anything the team needs
- Excited to learn new things and take on new challenges
- Confidence with computers, technology, programs, etc.
- Good communication skills
- A positive attitude
- Kind, compassionate, and gracious with co-workers
- Able to work well in a group/ team