



## **Job Description:** Office Administrator/Accounts Receivable

Company: ARC Gas & Supply LLC

Job Title: Office Administrator/Accounts Receivable

Hiring Manager: CFO

Type: Full-Time

Location: In office, 4560 Nicky Blvd., Cuyahoga Heights, Ohio 44125

## **Summary**

**Apply now and move your career forward with ARC Gas & Supply LLC!**

ARC Gas & Supply is hiring an Office Administrator/Accounts Receivable. The ideal candidate would be comfortable with both administration and some light accounting duties reporting to the CFO. This role is awaiting a candidate that is not just looking for a job but an opportunity to learn new things, take on new challenges, and grow as the company grows in both skills and opportunities.

### **Administrative Duties:**

- Provide phone support and customer service during normal hours of operation
- Assist in planning and organizing events and customer meetings
- Oversee all administrative functions for the executive and sales staff
- Provide inventory management for office supplies

### **Accounting Duties:**

- Assist with remote deposits
- Assist with accounts receivable entries
- Assist with other light accounting duties, training will be provided
- Keeps strict confidentiality of all financial information according to company policies

### **Qualifications:**

- High school graduate or higher education
- Proven interpersonal, organizational and multi-tasking skills
- Good communication both verbal and written
- Adaptable, attention to detail and accuracy
- Ability to work in a fast-paced environment
- Ability to discretely handle confidential information
- Proficiency with computers and comfortable working with MS Office applications like Excel, Outlook, Word and PowerPoint
- Proven ability to effectively prioritize duties and team

### **Hiring Salary:**

- \$20-\$25 an hour based on experience.

**Benefits:**

ARC's offers a full benefits package that includes, Medical, Dental, Vision, Life, Vacation, Sick, Paid Holidays, 401(k) Retirement Plan with company match.

**About Us:**

ARC Gas & Supply is a fast-growing distributor of Industrial & Specialty Gases / Welding & Cutting Supplies from the top manufacturers in the industry. Over the last 13 years our family-owned company has successfully been servicing manufacturing facilities and laboratories throughout Northeast Ohio. We offer fair prices, great product availability and superior customer service and support. For information or to apply, please send your resume to [careers@arcgassupply.com](mailto:careers@arcgassupply.com).

**Check out what a career at ARC Gas & Supply can offer you!**