

HELP WANTED FULL TIME OFFICE CLERK

Wm. F. Meyer Co. is a family owned plumbing distributor serving Chicagoland for over 65 years.

We are interviewing for a full time skilled office clerk position at our Aurora Corporate location.

If you are an individual who is self-motivated and energetic, we want you! We are looking for candidates who possess the following: excellent communication skills, ability to interact effectively with all types of people in a professional manner, a great phone personality, and computer proficient. Responsibilities include but are not limited to: Perform basic office and clerical tasks, process accounts and incoming payments in compliance with financial policies and procedures, maintain account receivable customer files and records, ensure all payments are accounted for and properly posted, resolve client billing issues, facilitate payment of invoices due by sending bill reminders and contacting clients. Additional duties include: Answering telephones, create and maintain customer waiver.

Email resume to carols@wmfmeyer.com or apply in person at:

Wm. F. Meyer Co.
1855 E New York St
PO Box 37
Aurora, IL 60507
Phone: 630-851-4441
Fax: 630-851-4043