

Office Generalist

Connell Oil is searching for an Office Generalist focused on duties and responsibilities that include billing, assist with A/R and supports other team members as needed through a variety of tasks related to accounting and operations for the company.

Ability to effectively communicate via phone and email ensuring that all duties are completed accurately and delivered with high quality and in a timely manner.

- Responsibilities:
- Answer and direct phone calls
- Assist A/R with entering checks
- Assist with Inventory
- Assist with the process of Bill of Ladings
- Help maintain filing system
- Provide general support to visitors.
- Handle Multiple Projects
- Experience:
- Excellent time management skills and ability to multi-task and prioritize work
- Attention to detail and problem solving skills
- Excellent written and Oral communications
- Strong organizational and planning skills
- Proficient in MS Office
- At least 2 years of experience in the field or in a related area