

Job Opening



Office Support / Bookkeeping

To apply please send resume to BusinessServices@oconestop.com

Please indicate Office Support in the subject line. If you are registered at a One-Stop Center and have a Career Counselor, please include their name.

Location: Orange, CA

Experience Required: 2 Years (preferred)

Education Required: High School Diploma/GED

of Openings: 1

Compensation: \$19 / hour

Full Time: 40 hours/week

The Office Support team member is highly motivated, teachable, shows initiative, and is detail oriented. This position is responsible for general office administrative duties, preparing reports, and maintaining excellent customer service, and will support Accounts Payable/Accounts Receivable functions.

Essential job duties:

- Answer and direct phone calls, open mail. Respond to calls/emails promptly
- Provide excellent customer service functions, take customer orders and enter into system, provide POD's, copies of invoices, and provide customer quotes as required
- Own process of charging customer credit cards
- Contact customers by phone or email to obtain A/R collections; post checks from customers to A/R
- Collaborate with sales representatives on collections when an account is delinquent
- Print and mail customer statements on a monthly basis
- Develop and maintain a filing system; file sales orders in customer folders as appropriate
- Mail or email invoices to customers and upload; post ACH payments
- Enter supplier invoices regularly
- Generate and distribute DMR Report daily
- Receive, enter, and process purchase orders and sample orders daily
- Provide A/P data entry, add invoice numbers on pick tickets, maintain and organize documents
- Review customer comments, check U/M & QTY discrepancies, and confirm pricing
- Review customer's requirements - ship complete, process or remove back orders, confirm shipping address and credit worthiness
- Provide order confirmation to customers with expected delivery date; review delivery status and update customer as needed
- Process drop ship orders from non-stocking vendors
- Provide account follow-up on drop ship orders, confirm delivery, back orders, and invoicing weekly
- Attached invoices to Drop ships or Sort to Purchasing as appropriate



READY S.E.T. OC
WIOA Youth Program



OC Community Services



This WIOA Title I financially assisted program or activity is an equal opportunity employer/program. Auxiliary aids and services are available upon request to individuals with disabilities. TDD/TTY users, please call the California Relay Service (800) 735-2922 or 711. If you need special assistance to participate in this program, please call 714-480-6500 at least 72 hours prior to the event to allow reasonable arrangements to be made to ensure program accessibility.

Job Opening



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- Execute accurate new account set-up with customer code, credit limit, terms, and contact information
- Attach pick ticket to hard copies with freight tickets and file paperwork
- Review open orders, confirm shipments, delays, inventory, billing and issues
- Other duties as assigned

Minimum Qualifications:

- Minimum High School diploma or GED. Bachelor's Degree a plus
- Good driving record; must have reliable transportation
- Excellent time management skills and the ability to prioritize work
- Excellent written and verbal communication skills
- Strong organizational skills with the ability to multi-task
- Attention to detail and problem-solving skills
- Successful outcome of a background check and drug test

Core Competencies:

- Willingness to learn new systems and internal processes
- Provide excellent customer service
- Knowledge of office management systems and procedures
- Working knowledge of office equipment, like printers and fax machines
- Working knowledge of MS Office (Word, Excel, PowerPoint)

