**Paramount Foods, LLC**

**Position Title:** Invoicing Clerk

**Location:** 343 Somerset Street, Stirling, NJ 07980

**Duration:** Part-time (M-F, 11-3 pm)

**Salary:** $15-$20/hour

**Availability:** Immediate opening

**Company Background:**

* Full service direct store delivery
* Paramount Foods is built on the principle that customer service is everything. We strive to provide service like no other food distribution company.
* Founded September 2006
* 29 employees
* Servicing NJ, NY, PA, CT
* Stores we service: ShopRite, Kings, King Kullen, Wild By Nature, IGA, The Fresh Grocer, Balducci’s, Dearborn Market.
* <https://paramountsnacks.com>

**Position Summary:**

* Enters invoices
* Distributes invoices into drivers mailboxes
* Receive, review, correct and file daily receiving slips
* Runs missing receiving slips report weekly
* Locates missing receiving slips with drivers

**Requirements:**

* Knowledge of Quickbooks
* Excellent computer skills
* Strong commitment to excellence and attention to detail
* Exceptional time-management skills and the ability to manage multiple tasks
* Ability to develop effective working relationships with staff, peers, and industry colleagues/contacts in a team environment
* Demonstrated flexibility in adapting to a wide variety of tasks and functions
* Strong multi-tasking and prioritization skills with the ability to adapt to change

**Application Process:**

All resumes should be submitted via email.

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* **accounting@paramountfoodsdsd.com** - please reference job title in the subject line and ensure contact name and e-mail are provided
* [**https://paramountsnacks.com**](https://paramountsnacks.com)