



F.W. WEBB COMPANY

Job Posting

Position Title: General Office Clerk

Location: Buffalo, NY

Reports To: Operations Manager

Pay Range: \$21.00 - \$26.00 per hour

Responsibilities:

- Accounts Payable – review journals, and process/prepare invoices for payment.
- Oversee filing system for all accounts payable documents.
- Interact with Webb vendors to procure proper documents and data.
- Answer Phones, data entry, and assist in all aspects of the branch billing process.
- Perform other Office duties as assigned by General Manager.

Qualifications:

- Strong Microsoft Excel skills a must
- Comfortable working in a fast-paced environment.
- Ability to multi-task, deal with details and possess strong organizational skills.
- Work proficiently with minimal supervision and be able to provide feedback on systems/processes.
- PC /Data Entry skills required.

We are unable to sponsor employment visas now or in the future, and applicants must be authorized to work in the United States.