



## **EBC Brakes USA Inc**

6180 S. Pearl St.

Las Vegas,

NV 89120

Phone: 702-826 2400

Fax: 702 826 2401

[www.ebcbrakes.com](http://www.ebcbrakes.com)

EBC Brakes USA is currently seeking a motivated, self-starter to join the team as a Receptionist & Finance Admin Assistant with accounting or admin experience and a desire to progress in an accounting role. Whether you are finishing up night classes, fresh out of college or you have lots of experience and are looking to join a fun, friendly company with a family atmosphere and a professional attitude, EBC Brakes USA is an awesome career opportunity for you.

Do these traits below describe you?

- I am a high energy, self-motivated person.
- I love working with in a fun, friendly company with a diverse cultural background.
- I love the challenge of learning all facets of the business and I DO NOT wait to be asked. I always seek opportunities to learn more and become an even greater asset to the company.
- I take great satisfaction in handling challenging phone calls that ultimately lead to a satisfied client.

### **POSITION**

**Receptionist & Finance Administrative Assistant**

### **SCOPE**

Performs administrative duties for the finance department and provides reception and telephone answering support ensuring professional and friendly contact with external and internal staff.

### **RESPONSIBILITIES**

- Provides superior telecommunications and administrative support services
- Punctual attendance is critical to the job
- Receive, direct and relay telephone, fax and email messages
- Direct the calls to the appropriate staff member, dealing with calls yourself where you can, aiming to minimize the number of calls passed on
- Pick up, deliver and post mail on a daily basis
- Develop and maintain the general filing system and file all correspondence – prevent backlogs and ensure recordkeeping is user friendly and documents are organized
- Coordinate with accounting staff in creating invoice copies and filing copies appropriately
- Maintain an adequate inventory of office supplies and oversee/direct reorder efforts
- Provide word-processing and secretarial support as needed
- Update sales invoice batches on a daily basis – learn and become proficient in use of Sage MAS ordering/batching system
- Responsible for generating and fulfilling purchase orders to include follow-up with vendors and processing final status of orders



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- Credit control, calling customers to politely and assertively request payment
- Posting customer receipts into SAGE MAS and reconciling customer accounts with their records, dealing with any discrepancies
- Inventory data entry, for example stock taking entries, stock movements, etc

### **REQUIRED SKILLS**

- Possess and display excellent communication skills including diplomacy and interpersonal skills; ensuring good interaction with internal staff and external customers thus putting the company's best face forward and identifying/solving issues before they become problematic
- Adequate computer skills, including Microsoft Office
- Analytical and problem solving skills
- Attention to detail, particularly important for data entry parts of this role
- Organizational skills; ability to think independently and recommend solutions on an at needed basis; use personal initiative to continually improve and make the job his or her own
- Accounting background highly desirable
- High school diploma with some college preferred
- Prior Knowledge of Sage MAS is an advantage

### **WORKING CONDITIONS**

Must be eligible to work in the USA and provide documentation to support this. Working conditions are normal for a warehouse environment, with moderate noise. EBC t-shirts provided and we offer free on-site parking. Normal hours of work will be Monday-Friday 7:30am-4.00pm with 30 minutes for lunch and 2 ten minutes breaks. Total 40 hours per week. Position Holders need to be flexible with working hours, as maybe required to work overtime and occasional weekends. Reporting to the Accounting Manager; Immediate hire. All applications must be include a full Resume.

#### **Note:**

*The statements above are intended to describe the general nature and level of work being performed by people assigned to the job. They are not construed to be an exhaustive list of responsibilities, duties and skills required of personnel in the job. Furthermore, they do not establish a contract for employment and are subject to change at the discretion of the employer.*

#### **About EBC Brakes USA:**



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EBC Brakes USA, Inc. is a Las Vegas based distribution company specializing in aftermarket friction distribution and light manufacturing of both automotive and motorcycle brakes, and related components. EBC Brakes is a world leader in manufacturing and distributing brake pads and rotors for over 99% of vehicles on the road today, along with motorcycle and power sports brakes, rotors, clutches, jets and brake fluids. Benefits include 100% employer paid premiums on medical and dental insurance plus vacation and holidays.