



NORTH AMERICAN COMPOSITES is a leading distributor of resins, fiberglass and other products for the composites industry. Our continued growth and success has left us with an immediate need a **Data Entry Clerk** in our **Mays Landing, New Jersey** facility.

Essential Functions:

- Sort and segregate outbound shipping paperwork and distribute to proper departments.
- Work closely with operations personnel to resolve inventory and initiate cycle counts.
- Complete daily shipments in the ERP system, creating Bill of Ladings and Invoices. Resolving holds and inventory problems with appropriate departments prior to completion.
- Confirm Proof of Delivery in the ERP system.
- Confirm COD amounts and record in the ERP system.
- Process Return Authorizations and process customer credits.
- Accept warehouse back-orders and communicate knowledge to the Purchasing, Sales, and Operations Departments.
- Manually File and/or Scan all business documents as required by the Operations Manger.

Knowledge, Skills and Abilities:

- Computer literacy (i.e., ability to input data accuracy with minimum training). Familiarity with ERP or MRP computer software a plus.
- Proven ability to work with people at all levels within the organization.
- Ability to work in a fast-paced environment.
- Satisfactory drug screen is required.
- Experience with shipping and inventory a plus.

IN RETURN FOR YOUR TALENTS, WE OFFER A CHALLENGING OPPORTUNITY, COMPETITIVE SALARY AND COMPREHENSIVE BENEFITS PACKAGE INCLUDING MEDICAL, DENTAL, LIFE, AD&D, SHORT TERM DISABILITY, LONG TERM DISABILITY, AND A 401K PROGRAM THAT INCLUDES MATCHING AS WELL AS PROFIT SHARING.

Send Cover Letter, Salary Requirements, and Resume including why you are a good fit for this position to:

North American Composites
Attn: Human Resources
1225 Willow Lake Blvd
St. Paul, MN 55110
Fax: 651-481-9170
Email: jobs@interplastic.com