

Drake Plastics Ltd. Co.

Position: Part-time File Clerk

Drake Plastics is looking for a part-time File Clerk to provide support to our Accounting Department.

If you are...

- ✓ An excellent communicator, both written and verbal
- ✓ Organized and able to multi-task
- ✓ Diligent and detail oriented
- ✓ Self-starter and quick learner
- ✓ Dependable
- ✓ Self-motivated
- ✓ Team oriented – ability to work with lots of departments

And have experience or an interest to learn the following...

- ✓ Filing of Invoices, Purchase Orders and Employee Expense Reports
- ✓ Posting Check, ACH and Wire Transfer payments to invoice packets
- ✓ Inspection of log completion for invoice and purchase order files prior to boxing for attic storage
- ✓ Matching of receipts to statements for multiple American Express accounts
- ✓ Collection of missing American Express receipts from employees
- ✓ Answering incoming calls and directing to appropriate personnel. Kind phone voice.
- ✓ Reception duties – greeting visitors, accepting packages and various deliveries, contacting employees upon package arrivals
- ✓ Assisting accountant and customer service with miscellaneous projects as instructed
- ✓ Potential candidate will exhibit attention to detail, good organizational and communication skills with the ability to multi-task
- ✓ An interest in being part of forward thinking, fast growing company

Apply online at jobs@drakeplastics.com. Walk-ins will be disqualified.

Applicants should submit a cover letter and resume with evidence of successful work experience and capabilities related to the requirements above and/or complete the Drake Application found on our website Employment page. If you have the above characteristics you will be a welcome part of our team.

Drake Plastics is a lean manufacturing business focused on the processing of high-performance polymers located in Cypress, Texas, with expertise in extrusion, injection molding, machining & prototyping. Operating since 1996, we are an industry leader and supplier to worldwide companies within the aerospace, medical, semiconductor and oil and gas industries. We take pride in our forward leaning approach to business and our workplace flexibility.