



Clerical A, General Office – Manitowoc, WI

GENERAL SUMMARY:

Responsible for coordinating and over-seeing all office functions including, but not limited to, accounts payable, production reports, payroll, data entry, and assist in answering phones, taking messages and routing information. Become familiar with all aspects of the Accounting Manager position.

PRINCIPLE DUTIES AND RESPONSIBILITIES:

- Ability to perform assigned clerical/receptionist duties with little or no supervision.
- Process all accounts payable vouchers, receive purchase merchandise, type purchase orders and file all documentation related.
- Must have a working knowledge of all clerical procedures in canned and frozen production, including accounts payable, growers, payroll, and production reporting.
- Handle incoming/outgoing mail and distribute to the appropriate person.
- Working knowledge of computer programs including bar coding.
- Verify and maintain all shipping/ receiving documentation including Genco system.
- Reconcile can/end inventories, and track usage.
- Maintain energy reporting and assist in solutions on decreasing usage.
- Maintain office supply inventories.
- Familiar with all paperwork and forms that are utilized in the office.
- Assist Management team on designated projects.
- Communicate any problems/discrepancies to the Accounting Manager.
- Offer workable suggestions regarding improvements that could increase productivity to appropriate manager.
- Ability to help in the plant, when needed, in various areas such as grading raw product, warehouse functions, and ticket writing.
- Active member of the Safety committee.
- Adhere to Confidentiality Standards.
- Provide backup for Clerical "B".
- Provide backup for Accounting Manager.
- Understand and perform various duties related to the Accounting Manager position.
- May perform other duties as assigned by the Management team.
- Adhere to all Lakeside Foods policies and procedure.

KNOWLEDGE, SKILLS AND ABILITIES REQUIRED:

Knowledge:

- Associate's degree (A.A.) or equivalent from two-year college or technical school; or six months to one year related experience and/or training; or equivalent combination of education and experience.
- Working knowledge of Microsoft programs necessary.

Language Skills:

- Ability to read and interpret documents and procedure manuals.
- Computer, keyboard, calculator and typing skills necessary.

Mathematical Skills:

- Ability to calculate figures and amounts such as discounts, proportions, percentages, etc.
- Ability to apply concepts of basic mathematics.

Reasoning Ability:

- Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists.
- Ability to interpret a variety of instructions furnished in written and oral form.

TEAMWORK AT LAKESIDE (TAL):

- Through individual and team efforts, enthusiastically work toward the continuous improvement of his/her job, work area, department and Lakeside as a whole. Fully participate in TAL by "living" Lakeside's Standards of Conduct and being an active member of operational and project teams. By action and work, clearly and visibly demonstrate the spirit of teamwork, cooperation and respect for others in all business transactions and exchanges.

PHYSICAL DEMANDS:

- Walking - Walks periodically to get parts and materials
- Sitting – Limited sitting required
- While performing the duties of this job, the employee is regularly required to sit and use hands to fingers, handle, or feel objects, tools, or controls.

WORK ENVIRONMENT:

- The noise level in the work environment is usually quiet.

SAFETY:

- Follow all safety policies and procedures.
- Report all injuries within 24 hours.
- Report all unsafe conditions and unsafe acts to the supervisor immediately.
- Take an active roll in the daily safety and participate in the plant safety committee.
- Set positive example by wearing PPE and following all safety policies.
- Enforce all safety policies and inform management of all employee safety discrepancies.

Interested applicants should contact:

Lakeside Foods, Inc.

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