



Job Title:	Invoicing Specialist / Administrative Support	Position Type:	Full-Time
Department:	Billing Dept.	Benefits Package:	Yes
Location:	Campbellsville, KY	Reports To:	Office Manager

Applications Accepted By:

Fax: 270-789-0470

Email: info@wholesalehardwoodint.com

Online: wholesalehardwoodint.com/career-opportunities/

Mail:

Wholesale Hardwood Interiors, Inc.
1030 Campbellsville Bypass
Campbellsville, KY 42718

Job Description:

The Position of Invoicing Specialist / Administrative Support will require a strong attention to detail, a high level of problem-solving skills, dependability, and the ability to prioritize, as well as possess effective time management skills. Applicants must have strong computer skills and be proficient in all Microsoft Office Products. Potential candidate must be team-oriented and work well with other coworkers.

Job Responsibilities:

- Transfer data from hard copies to internal operating software.
- Review data for deficiencies or errors.
- Provide administrative support such as answering phone calls and greeting customers.
- Cross-train to back up other administrative positions in case of absence.
- Foster a clean and efficient work environment.

Skills /Qualifications:

- Possess high level computer skills and proficiency in invoicing computer software.
- 1-2 years of data entry or invoicing experience a plus but not required.
- Good leadership, verbal communication, and organizational skills are necessary for success.

*Wholesale Hardwood Interiors, Inc. specializes in your home's interior needs. This includes every type of **Moulding**, from floor to ceiling, **Specialty Millwork**, of all shapes and sizes, **Doors**, molded or solid wood, and a wide variety of **Stair Parts**. WHI's goal is to stock as many high-demand items as possible to serve customers with the shortest turnaround time. WHI's growth over the last 40 years is attributed to three aspects: quality, service, and integrity. We intend to treat others the way we would want to be treated. In the millwork industry, we feel this includes quality products, exceptional service, and integrity you can count on.*

For Questions Contact Us By:

Phone: 270-789-1323

Email: info@wholesalehardwoodint.com

Stop By: 1030 Campbellsville Bypass, Campbellsville, KY 42718