

W. E. BULATO CO.

Strategic *HR* Solutions

W. E. BULATO CO. is seeking a Cash Desk Associate for one of our clients located in Anaheim, California.

Provide administrative support to the Inside Sales Department and the Will Call Counter.

RESPONSIBILITIES:

- Customer service;
- Administrative support;
- Administration of sales transactions;
- Balancing of cash drawer;
- Bank Deposits;
- Basic accounting tasks;
- Perform other tasks as needed.

REQUIREMENTS:

- High school diploma or GED;
- 1-3 years of administrative and/or accounting experience;
- Customer service experience;
- Ability to work in a fast paced stressful working environment;
- Must be detail oriented and highly organized.

COMPENSATION:

- \$12-\$13 per hour;
- Full benefits package.

THE COMPANY:

Our client is a leader in the wholesale distribution of laminates, cabinet hardware, and flooring. They operate out of nine locations throughout the states of California, Oregon, and Washington and have been very successful in this industry for nearly 100 years.

W. E. BULATO CO. is an Equal Opportunity Employer