

**Customer Service/ General Office**  
**Employer: Rayco Supply, Inc. (Virginia Beach Office)**  
**Position Type: Part Time & Full Time**

Rayco Supply, Inc., an Industrial/ Fire Safety Supply Company to the Department of Defense, is in search of a Customer Service/ Office Clerk with book keeping experience. Part time offers flexible hours M-F.

Daily Responsibilities:

- Basic entry of Account Payables & Account Receivables
- Data entry of Quotes, Sales Orders, & Purchase Orders.
- Filing, answering phones & basic admin
- Taking and Processing customer orders by phone, fax, or e-mail

Hiring Criteria:

- Required Computer experience in Windows, MS Office, & Excel
- Required Experience in basic book keeping, AP/ AR
- MAS 90/ SAGE 100 accounting software experience a plus
- Excellent communication and phone skills
- Excellent time management/organizational skills
- Ability to thrive in a challenging and multiple task environment
- Pass a Typing test with min of 50 words a minute
- Pass a basic Excel test

**Rayco Supply is an EOC**

**To apply please e-mail your resume to us by e-mail at [jobs@raycosupply.com](mailto:jobs@raycosupply.com)**