

Accounts Receivable Clerk

Omega Products International in Corona, CA., is looking for an accounts receivable clerk.

This is an entry level position.

Duties/Responsibilities:

Prepare sales documents to be invoiced.

Send invoices to customers as needed

Perform other related duties as assigned

Required Skills/Abilities:

Excellent verbal and written communication skills

Proficient in Microsoft Office

Ability to work independently and in a fast-paced environment

Excellent organizational skills and attention to detail

Education and Experience:

High school diploma or equivalent required.

Please contact:

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