

Customer Service / Accounts Payable Clerk

Hogan Transfer and Storage * Indianapolis, IN

Job Snapshot

Full-time

Administrative, Accounting, Transportation

Job Description

- Customer Service. Providing Ball Park quotes and setting appointments
- Provide Superior Customer Service, including Answer Inbound Calls and Direct Appropriately
- Work closely with Accountant to Prepare Check Requisition and insure that policies and procedures related to payments are followed.
- Office Supply Support and Ordering as needed
- Demonstrate a professional conduct, teamwork, is punctual and dependable. Our full benefits package is offered after the initial Probationary period.

Job Requirements

High School diploma required, as well as one year of administrative experience or equivalent. Intermediate skills in Microsoft Office Products is preferred.

Hogan Transfer maintains a competitive benefits package including 401k. Interested individuals should contact the Controller: Bob Eggert at 317/639-9583 or via email: beggert@hoganmoving.com