

**\*\*Please mention the position you are applying for when applying.\*\***

We are on the fast track to success and would like to share this opportunity with those who have the same drive and enthusiasm as we do! Come join us!

We offer annual bonus program, health insurance, paid holiday and sick leave.

Both positions below are full time & located within our HQ in the City of Industry CA (91748)

### **Purchasing Assistance / Sales Support**

- General office duties (filing, data entry, report, photocopying, faxing, E-mailing, etc.)
- Accurately process purchase order and maintain purchase order data.
- Notify sales/customer service concerning delays.
- Provide assistance to all purchase channels as needed and requested.
- Generate reports, spreadsheets, price lists and product offerings.
- Take charge of special projects as assigned.
- Work together with Sales to support customer needs by determining the best products and solutions.
- Ensuring the delivery of personalized customer service through timely communications and accurate sales orders.
- Answer sales calls for general information, addressing and resolving customer concerns or questions.
- Driven and self-regulated personal traits
- Good oral and written communication skills; strong computer skills
- Well-organized, detail-oriented and punctual time management
- Duties, responsibilities and activities may change at any time with or without prior notice.

### **Qualifications**

- Good communication skills
- Strong attention to details
- Excellent follow-up skills
- Organized,
- Familiar with Word & Excel
- Team player
- Fluent in English, Bilingual Chinese or Spanish Preferred
- US work authorization (Preferred)

### **Benefits:**

- 401(k)
- Dental insurance
- Health insurance
- Paid time off
- Vision insurance

### **Supplemental Pay:**

- Bonus pay

### **Ability to commute/relocate:**

- City Of Industry, CA 91748: Reliably commute or planning to relocate before starting work (Preferred)

### **Work Location:**

- One location – Full Time (M – F) 8 hour shift

### **Education:**

- Bachelor's (Preferred)

## **Accounting Positions:**

### **Accounts Receivable/Payable:**

- Accounting/finance degree with 1 yr. experience, familiar with AR process includes:
- Perform business to business collections by collecting on receivable balances per payment terms
- Develop and manage close professional relationships with customers' Accounts Payable department including responding to emails and phone calls for current statement, or invoices etc.
- Post payments
- Review accounts receivable aging and reconcile accounts
- Review weekly reports and address any issues as needed
- Work closely with Sales team to resolve customer disputes
- Identify customer deductions and short payments, and process or dispute as needed
- Contact customers for payments
- Process credit returns
- Run daily reports
- Detailed and accuracy driven with strong communication skill.
- Duties, responsibilities and activities may change at any time with or without prior notice.

### **Accounting Assistant:**

- Accounting related degree (*preferred*)
- Provide assistance and support to accounting manager
- Performing basic office tasks, such as filing, data entry, answering phones, processing the mail, etc.
- MS Word and Excel a must
- Detailed with accuracy
- Good communication
- Skilled and team player are must.
- Maintain accounting records thoroughly and accurately.
- Fluent in English
- Duties, responsibilities and activities may change at any time with or without prior notice.

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