



## **Position: Accounting/Supply Chain Assistant**

### **I Position Summary**

The Accounting/Supply Chain Assistant position supports many aspects of both the accounting and supply chain departments. Tasks involve data entry, dialogue with co-workers, communication with vendors and various administrative tasks in our Amery facility. This position is in daily contact with the controller and Supply Chain Manager working in a fluid and fast paced work environment. As a small but growing business, the successful candidate will prosper and grow professionally along with the company growth.

### **II Key job tasks**

1. Data entry and management of various accounting functions including: time cards, vendor invoices, vendor payments, customer billings and customer payments
2. Place orders with vendors
3. Expedite material
4. Prepare bank deposits
5. Gather vendor information for RFQ generation
6. Greet guests as they enter the building
7. Answer incoming phone calls and direct as needed
8. Other duties as assigned

### **III Job requirements**

1. 1-3 years of accounting experience desired
2. In lieu of experience, applicable schooling/certification in the accounting or supply chain areas
3. Excellent verbal and written communication skills
4. Excellent computer skills including:

- a. Working knowledge of spreadsheet and word processing software (preferably Excel and Word)
- b. Knowledge of MRP processes and software a plus
- 5. Flexible and able to adapt to a changing work load
- 6. Desire to own decisions and take responsibility for outcomes
- 7. Willingness to continually embrace personal and professional development
- 8. Ability to pass a drug screen and background check

## **IV Company Profile**

Unisource Assembly is a growing Electronic manufacturing services (EMS) provider located in Amery, WI (35 minutes from Stillwater, MN). We currently produce over 1,500 unique assemblies, PCBA and wire harnesses for our many regional based customers. Our growing employee family works hard to meet our many customers' different demands, while keeping the company goals and objectives in mind. This has allowed us to grow 6 fold over the past three years.

## **V Compensation and benefits**

Salary commensurate with skills and experience

*Other benefits include:*

- 401k
- Health plan
- Flexibility in work schedule
- Casual work environment

Qualified candidates should submit resume, cover letter, and salary requirements to:

Unisource Assembly Corporation  
Attn: Human Resources  
711 Minneapolis Ave. South  
Amery, WI 54001  
[info@unisourceassembly.com](mailto:info@unisourceassembly.com) (e-mail preferred)  
Unisource Assembly is an EEO Employer.