



CUYAHOGA VALLEY
CAREER CENTER

Cuyahoga Valley Career Center

Job Posting #2000

Job Posting Date: 3/28/2019

Employer Information: Tremblay Tool Steels, LLC
Contact: Mrs. Connie Washburn
8111 Roll and Hold Parkway
Macedonia, Ohio 44056
Phone: 330-467-4725 **Ext:**
E-mail: connie@tremblaytoolsteel.com

Main Business: We sell tool steel

Job Title: Data Entry Clerk - Front Office Assistant

Full/Part-time: Part-Time, Full-Time **Job Hours:** M-F 8:00am to 5:00 pm

Job Duties: Various types of data entry, answering telephones, filing . See Attachment.

Compensation: Between \$10-13 per hour

Special Notes / Additional Information:

How to Contact: E-mail resume

Seeking:
High School Student

PLEASE APPLY DIRECTLY THROUGH EMPLOYER FOR THIS POSITION

Data Entry Clerk – Front Office Assistant

Tremblay Tool Steels is a specialty tool steel service center located in Macedonia, Ohio that services industrial customers throughout the United States and Canada. We are looking to fill a full-time permanent Monday – Friday 8:am -5pm position. We are currently searching for a high school student enrolled in an Early Placement program in the Administrative or Medical trades program. Most of the work will be various types of data entry; processing workorders, purchase order receipts, accounts payable and receivables, along with filing and answering the telephone. A clear voice is a must. This is a fast pace office environment that requires an individual to multi-task often. Experience with Microsoft Office is a must. Dress code is business casual. This is placement a full-time position and our excellent benefits include health, dental, vision and life insurance as well as a 401k plan, vacation and holiday pay. Wage is based on skill level and starts between \$10-13 per hour.