

Job Opportunity

Manufacturing company in St. Charles seeks a positive, accurate, quick learner to join our office team. We are a small, family-run company that is positioning for growth. We need a multitasker who can both support the overall growth of the company and effectively handle daily details. Professional, pleasant telephone voice and manner required.

All candidates must have:

Previous office experience

Computer skills (the ability to learn and work in our accounting software).

Solid verbal and written communication skills

Confidence dealing with customers on the phone

Microsoft Word, Excel, Outlook proficiency

Accurate data entry skills

The ability to work independently and in a team as needed.

Strong math skills

Position is full time 7:30-4:00 M-F

Vacation, matched 401K, health insurance

Please email resumes to amyfield@itascaplastics.com or fax to 630-443-8930