

CASHIER

Qualifications

- Must have basic computer skills including but not limited to data entry and Microsoft Office products (Word, Excel, Outlook)
- Ability to perform basic accounting and balancing of cash and check payments
- Capable of conveying information clearly to customers and settle disputes when necessary.

Duties

- Processes cash and check payments to scrap customers including industrial accounts.
- Updates contract pricing for industrial accounts based on prices set by our buyer.
- Maintains records for industrial accounts paid monthly.
- Assists customers with questions regarding commodities of scrap material.
- Answers phone to address customer questions and inquiries
- Orders and maintains office supplies.
- Performs other administrative functions as needed.
- Understands and follows the Company Quality Control Policy

Henry Fligeltaub Company is an Equal Opportunity employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, national origin, disability, or protected Veteran status.