

Duckett Fishing: Office Administrator Position

- Accounts payable
- Accounts receivables
- Weekly payroll
- Processing EDI orders for large retailers (electronic data interface) – basically the order hits our server from a 3rd party, then is pulled down and process in Quick Books
- Processing of website orders from end consumers

The position is full time with health benefits including dental and 3 weeks of PTO per year.

To apply, email resume to: <mailto:larry@duckettfishing.com>