

General Office Position with Light Bookkeeping Job Description (Part Time)

Position Description

Exciting opportunity to join a fast growing company headquartered in Medina. This part time position (20-25 hours per week) will maintain a steady work schedule. Position may lead to full time as business continues to grow.

Company Background

The ALICE Training Institute is changing how schools, universities and businesses respond to armed intruders. ALICE (Alert, Lock-down, Inform, Counter, and Evacuate), developed after Columbine, teaches strategies to survive a life-threatening event. Supported by educators and law enforcement organizations nationwide, from the Whitehouse to state houses around the country, ALICE is quickly becoming the new standard of care across the nation.

Skills/Qualifications

The ideal candidate will have the following characteristics:

- Self-Motivated
- 1-2 Years of General Office/Bookkeeping
- Accounts Payable
- Accounts Receivable (Invoicing and Collections)
- Microsoft Office
- A Minimum of High School Diploma or Equivalency
- Order Entry
- Organized and Detail Oriented

Location

The ALICE Training Institute offices located at 3613 Reserve Commons Drive, Medina, OH 44256. This job operates in a professional office environment. This role routinely uses standard office equipment such as computers, phones, photocopiers, cloud-based CRM applications and several office solutions.

How to Apply:

- Only highly motivated, team players need apply!
- Email your cover letter and resume to accounting@alicetraining.com.