

United States Jobs Expertini®

Accounts Payable Purchaser – Bilingual English / Spanish – Hiring Bonus

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Company: Morgan Services

Location: Noblesville

Category: office-and-administrative-support

MORGAN SERVICES is Growing in INDIANAPOLIS!

Morgan Services is immediately hiring **Bilingual (English /Spanish) AP Purchaser** to join our team in the Indianapolis, IN office.

\$500 Hiring Bonus Offered!

APPLY NOW

The **Bilingual (English /Spanish) AP Purchaser** is the 'gatekeeper' of the office area, and all internal and external people are in some way in contact with this person. The Receptionist aspect of this role requires acting as the lead office member (dealing with customers via phone or in-office by either directing the traffic flow or handling the situation on the spot). Within the Payable's Coordinator aspect of this role, this person will not only pay invoices, but will be tasked with managing the payment process and ensuring all rules are adhered to. This role will regularly assist in the various department budgeting process and cost analysis to aid management in making informed decisions. This role will aid in all external orders not completed by other department heads, and maintain open POs with direction on backorders, incomplete shipments, etc. Other duties as assigned.

Bilingual AP Purchaser Benefits:

Competitive Compensation

\$500 Hiring Bonus Offered!

M-F Scheduling (NO Weekends!)

Great Health Insurance: Medical, Dental, Life, Prescription

Long Term disability

401(k) plan with company match

Additional 401(k) 3% company contribution on top of match

Paid vacation, sick & holidays

Employee Referral program

AND MORE!

Bilingual AP Purchaser Qualifications:

High School Diploma or GED required

Must have 1+ years of customer service/office experience

Accounts payable experience a plus!

Ability to read/write/speak in English & Spanish

High level computer proficiency (Microsoft Office Suite)

Ability to work in a cross departmental role

Must have superior organizational skills w/ attention to detail

Valid driver's license w/ reliable transportation

Must be able & willing to pass a background check & drug screening (hair)

Morgan Services is a family-owned textile company with a long and distinguished heritage in the specialty laundry field. We have been providing linen and uniform services for all types of facilities since 1887. Morgan is the first coast-to-coast linen and uniform laundry operation that TRSA (Textile Rental Services Assoc.) has certified to its Clean Green international standard, recognizing leadership in sustainability and conservation.

Join the Morgan Family Today!

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