



INTERNAL JOB POSTING

Account Payables & Admin Coordinator

DCL Mooring and Rigging is a growing New Orleans-based company seeking a professional to join our team as an A/P & Admin Coordinator in our New Orleans office. This position reports to the CFO and works closely with the Accounting Staff, Sales Executives and Operations. This person will be responsible for the timely processing of payables, assisting sales in order processing, answering incoming calls and other administrative task (assisting with HR & payroll). Processing payables is a top priority but serves just a portion of the position responsibilities. This person will work under the guidance of the CFO to assist with accounting, HR and payroll functions as well as with the assistance of the Sales Director to expedite the processing of sales orders and other sales related admin support.

The ideal candidate will have impressive communication and organizational skills, be highly energized and a progressive thinker. They must be engaged and diligent in pursuit of their goals. They should excel at the basic skills of multi-tasking, working under pressure and computer proficiency. Superior analytical skills, ability to be flexible and a history of building relationships are a must.

Qualifications listed below. See our website for a detailed job description (dcl-usa.com)

Salary is commensurate with experience, skills and education.

E -mail resume to: employment@dcl-usa.com

Qualifications:

- Bachelor's or Associate's Degree preferred, but not required
- Excellent listening, verbal and written communications skills
- Excellent analytical skills with ability to be flexible
- Excellent computer skills
- Good business ethics and high degree of integrity