



We are hiring!

Sunbelt Marketing located in Austell, GA is always looking to expand our team with talented professionals who are ready to take their careers to the next level. As one of the largest and most successful privately held manufacturers' representatives, we distribute plumbing, piping and HVAC/R products to traditional wholesalers within our industry.

Currently, Sunbelt is seeking a **File Clerk** to perform clerical duties within our accounting department. Successful candidates will be systematic and organized. In addition to a love for numbers, you will be responsible for maintaining data according to priority and significance.

Skills & Responsibilities:

- Manage departmental paperwork and make copies for record
- Demonstrated experience performing tasks with exceptional attention to detail
- Categorize data according to date/vendor/PO so that it is easily assessable
- Convert hard copies into soft copies by scanning files into document retrieval system
- Basic knowledge of Microsoft Office
- Excellent verbal and written communication skills
- Ability to work independently within a team environment
- High School diploma required

Outstanding Benefits, including:

- Health, Dental, Vision, Life & Disability
- Vacation & PTO Leave
- ESOP / 401K Options

Pay will be determined by level of experience.

Sunbelt Marketing is an Equal Opportunity Employer – EOE M/F/D/V