



Clerical/Accounts Receivable: Full Time & Part Time

We are a growing business that is looking for a self-driven and motivated individual to join our expanding Team!

The ideal candidate will:

- Be able to comfortably interact with customers
- Be energetic, enthusiastic, and have the ability to speak clearly and confidently.
- Be able to perform a variety of filing and bookkeeping duties according to established policies and procedures.
- Have a great attitude, strong work ethic, and be self-motivated.
- Have reliable transportation.
- Have past experience in this field and be able to provide references.

Job Requirements:

- Responsible for issuing billing statements and maintaining client paperwork.
- Will be required to file/organize paperwork and order office inventory supplies.
- Must be able to use Microsoft Office programs, mainly Word and Excel, have experience using Quickbooks, along with the ability to learn our rental software.
- Must be able to answer and make phone calls to customers, and be able to use a vehicle during work hours.
- 1+ years' experience in billing, accounts receivable, secretary/receptionist, or related required.
- Associates/Bachelor's Degree preferred.

About Us:

Burns Rent-Alls is a locally owned and family operated business in Mishawaka, Indiana for over 100 years. We started as a costume rental company and then added tool/equipment rentals, and have evolved into a company with 3 different divisions! We have anything you could possibly need for events such as Weddings, Birthday Parties, Graduation Parties, Company Events, and much more!

With our event specialists planning your event, our warehouse staff preparing your order, and our drivers and crews executing set-up and tear-down, we at Burns Rent-Alls, Inc. pride ourselves on providing exceptional customer service from beginning to end. Our talented event specialists are available to you through meetings, phone calls, text, and email during your planning process. The party starts when you call Burns!

www.burnsrentals.com www.facebook.com/burnsrentals

To Apply:

You can find a printable application at:

<http://burnsrentals.com/galleryupload/webdoc/forms/Burns%20Rent-Alls%20Employment%20Application.pdf>

- Send application & resume to amanda@burnsrentals.com , or apply in person at 332 W Mishawaka Ave. Mishawaka, IN 46545
- No phone calls please.