



BUILD THE COMMUNITY, BUILD YOUR FUTURE.

"Quality of product, service to the community, and the future of our environment."

CAREER OPPORTUNITY:

Appleton Corporate Office

Payroll Assistant/Receptionist

Are you looking for a rewarding career with benefits, room for advancement, and versatility?
MCC, Inc. is seeking a motivated and detail-oriented candidate to join our team!

Payroll Responsibilities:

- Responsible for all tasks related to producing payroll for the business for both hourly and salary employees, including data entry, audit/verification, reporting, etc.
- Setup and maintenance of employee benefit information
- General accounting and administrative duties
- Foster a positive working relationship with various departments to ensure efficient payroll processing and business operations

Receptionist Responsibilities:

- Responsible for all tasks related to receptionist duties, including answering/operating phone systems, incoming/outgoing mail distribution
- Ability to work and adapt to various computer programs and office machines with training

Qualifications:

- High School Diploma or Equivalent required
- Associates Degree in Account helpful, but not required
- High level of accuracy and attention to detail, with the ability to establish priorities
- Ability to take directives from a variety of people and departments for efficient operations
- Independent judgment and decision making skills, with the ability to problem solve
- Demonstrated dependability and trustworthiness
- Strong verbal and written communication skills (both general and technical)
- Ability to handle sensitive and confidential information in a professional manner
- Basic understanding of Excel and Microsoft Office with the ability to adapt to various computer programs through training

Benefits:

- Full Benefits Package (Medical/Dental/Vision/401k/HSA/FSA, and more!)
- On the job training, career planning, and advancement opportunities!

A BETTER FUTURE IS CALLING, WHAT ARE YOU WAITING FOR? APPLY NOW:

Apply Online:
www.mcc-inc.org

Email a Resume:
hr@murphyinc.org

Mail a Resume
MCC, Inc.
PO BOX 1137
Appleton, WI 54912

For more information contact Human Resources at: 920-749-3360

MCC, Inc. is an Equal Opportunity Employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, or national origin.