



BUILD THE COMMUNITY, BUILD YOUR FUTURE.

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

CAREER OPPORTUNITY: Administrative Operations Professional - Concrete Appleton Corporate Office

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!

Qualified candidates will be responsible for:

- Perform general office duties such as filing, answering phones, and handling routine correspondence and statements
- Assist in the calculation, preparation, and distribution of invoices according to established procedures
- Maintain accuracy of all figures, postings, and various documents for the payable/receivable departments
- Report and correct any discrepancies found in records or postings
- Maintain and update records within our dispatch and ERP software systems
- Communicating daily with multiple departments to ensure efficient business and billing operations
- Communicate daily with area sales managers to assist with scheduling/preparation of quotes, contracts, billings, and other paperwork required for efficient business operations
- Assist with daily trucking schedules, review daily orders and tickets in the dispatch system
- Work with control software to setup/troubleshoot fleet management devices
- Comply with federal, state, and company policies, procedures, and regulations
- Other duties as assigned

Qualified candidates should have:

- One to two years' experience in an office environment preferred
- Knowledge of concrete or other construction experience preferred
- High level of accuracy and attention to detail, with the ability to establish priorities to complete work within scheduled deadlines
- High School Diploma or Equivalent preferred
- Independent judgment and decision making skills, with the ability to problem solve
- Demonstrated dependability and trustworthiness
- Strong verbal and written communication skills
- Ability to handle sensitive and confidential information in a professional manner
- Understanding of Excel and Microsoft Office with the ability adapt to various computer programs through training

Benefits:

- Full Benefits Package (Medical/Dental/Vision/401k/HSA/FSA, and more!)
- CDL Reimbursement Program
- 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.