

## Dispatcher A/P Recording

Thank you for calling the Bill's Sweeping Service employment line.

We are located in the City of Orange. We are a Street Sweeping firm that uses the large city size sweepers to sweep construction sites and private communities. Our company was established in 1953, we have about 20 employees and we have never had a layoff.

We are family run company looking for the right person to fill a fulltime or part time, long-term position for Office Administration/Dispatcher.

The job involves three areas. 1<sup>st</sup> is the dispatching of our operators. This includes providing phone support to our customers to help them provide the correct information so we can profitably service their needs. The successful person in this job is comfortable on the phone while navigating several computer menus, able to take accurate notes and at the same time being able to confidently visualize where each operator is during the day. There are job boards and computer tools to help keep everything straight.

The 2<sup>nd</sup> part of the job is all the accounts payable function – This includes processing all incoming bills, checking them for accuracy, following up with vendors and making sure they get paid correctly and on time.

The 3<sup>rd</sup> portion is to produce an accurate weekly payroll. This involves about ½ day every Monday of checking time cards, using QuickBooks to track hours, print checks, pay liabilities and monitor garnishments. Other items include keeping track of vacations, benefit eligibilities and other minor HR record keeping.

If you have used accounting software before, the various functions, AP, AR, Inventory or payroll all are very similar. So direct AP or Payroll experience is not required, however recent bookkeeping software use would be expected.

The job involves keeping track of lots of details, to provide timely information to our customers, sweeper operators, vendors and owners.

On top of that, we have all the other basic office skills of a small 3 person office, like form typing, copying, mailing, faxing, filing, light cleaning, running errands, data entry etc. We all wear many hats.

Since we work in the construction and transportation field, this type of experience is very helpful.

Proficient computer skills are a must. The position uses Microsoft Word and creates simple spreadsheets in Excel. You will normally have several programs open at once.

We are a very casual office, shorts and tennis shoes are the norm. We also normally have several Labrador retrievers laying around the office. We are looking for someone whom would like to stick around for 5 or more years.

Hours are somewhat flexible in that they can start between 9:30 to 12:00 and end at 5:30pm Mon-Fri. We are flexible as to the number of hours per day, however it is five days per week.

Of course when other office personnel are on vacation, sick or have planed absences, longer or adjusted hours would be necessary.

Starting pay is between \$13-16/hr depending on your past experience and qualifications. Top pay for this position is in the \$16-17/hr range. Current benefits for full time include, medical, dental a profit sharing pension, vacation pay and a credit union. Part timers get vacation pay and can join the credit union.

To apply: please Fax your resume to 714-998-6487 You may also e-mail your resume to info@streetsweeper.com I encourage you to include a cover letter and any letters of recommendation from past employers.

If you have any questions about the job, feel free to call 714-637-5163 between the hours of 9am to 4pm. M-F You may also e-mail your questions.

Please only call on the phone if you have questions regarding the job. We will contact applicants for phone interviews based on their resumes.

This script can be downloaded from the employment section of our web page at

<http://www.streetsweeper.com/employment.html>

That information again is      fax: 714-998-6487      phone: 714-637-5163  
e-mail: [info@streetsweeper.com](mailto:info@streetsweeper.com)