

**PACKAGING.  
PERFORMANCE.  
YOU.**

## **ACCOUNTING AND ADMINISTRATIVE SPECIALIST . LOCATION MICHIGAN CITY.**

Perform administrative and office support activities for multiple supervisors. Duties may include fielding telephone calls, receiving and directing visitors, word processing, filing, and correspondence with clients and suppliers. Extensive software skills are required, as well as Internet research abilities and strong communication skills. Accounting responsibilities to ensure payables and receivables are completed as required by the company. Perform monthly bank reconciliation and prepare reports for management.

### **YOUR TASK FIELD**

Perform administrative and office support activities for multiple supervisors.  
Accounting responsibilities ensuring payables and receivables are completed.  
Perform monthly bank reconciliation and prepare reports for management.  
Process payroll within required time.  
Communicate and cooperate with other departments to perform admin/accounting duties as needed.

### **PREFERRED SKILLS**

Use of Microsoft Office (Word, Excel, Outlook).  
Accounting background.  
Interpersonal, communication, listening and strong organizational skills required.  
Must be able to remain in a stationary position 100% of the time and constantly operate computer, printer, calculator etc.  
Must be able to work with a constant high noise level from the next door production area.

### **WHAT WE OFFER YOU**

Individual training.  
Benefits including health, dental and vision insurance participation, matching retirement plan.  
Company bonus plan quarterly, company paid LTD, STD and life insurance.  
Training and development support and culture of promoting within

Please send your resume to [hr@marbach.com](mailto:hr@marbach.com)

Packaging. Performance. You. This is the slogan of Marbach, the world's leading manufacturer of die-cutting and thermoforming tools. With 1,500 employees worldwide, Marbach sets the benchmark in its industry. Since 1923. And delivers pure performance to its customers. Totally individual. For each requirement the best solution. In every price range. Worldwide.