

## Order Processor

Email with your resume, cover letter, and references to [tiffany@bagworldpromo.com](mailto:tiffany@bagworldpromo.com)

Bagworld is a promotional products supplier looking to hire an accounting specialist to join our team. We focus on printing and decorating bags for promotions. We have printed bags for companies like the Lakers, Grand Hyatt, and more. Learn more about us at [bagworldpromo.com](http://bagworldpromo.com)

Hours: M-F 9AM-4PM in El Monte, CA- may turn into full time after quarantine is lifted

Pay: flexible

### **Duties:**

- Checking pricing on orders
- Entering orders into our SAGE 50 Accounting System
- Processing sample requests
- Answering phone and email requests

### **Qualifications:**

Seeking an applicant with the below experience preferred, but not required. We are willing to train

- Bachelors degree
- Experience with accounting software like SAGE 50 or Quickbooks
- Must be detail oriented
  - Microsoft experience: Word, Outlook, Excel