



INDUSTRIAL EQUIPMENT • MAJOR STOCKING DISTRIBUTOR
ENGINEERING • SALES • SERVICE • PARTS

242 POPLAR ST. • P.O. BOX 8053 • TOLEDO, OH 43605 • (419) 691-3571 • FAX (419) 691-1928
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www.tomlinequip.com

Tomlin Equipment Company

Accounting & Office Clerical Work

We are looking for an honest and hardworking individual interested in building a career in the industrial equipment field. An accounting, secretarial, or customer service background is preferred, but not required. An Associates degree or experience with industrial parts sales is a bonus.

Position Description

Candidate would work out of our Toledo, OH office. Primary responsibilities include answering phones, entering orders, managing accounts payable/receivable, maintaining balance sheets, and quoting parts to customers. Employee would be expected to cooperate with sales, field service, and shipping departments to meet customer needs. While the focus of this position is accounting and clerical work, we are a relatively small company with many opportunities for new employees to work to their strengths. As such, we are willing to adapt the responsibilities of the position to match the candidate.

Office Location

242 Poplar Street
Toledo, Ohio 43605

Responsibilities

- Answering phones
- Managing Accounts Payable/Receivable
- Assisting customers with basic parts quotations/orders
- Tracking inventory





- Maintain records for tax filing

Skills

- Excellent written and verbal communication skills
- Ability to forge strong, long-lasting relationships with customers and other employees
- Experience in accounting and/or clerical work (preferred)
- Valid Driver's License required
- Proficient with Microsoft Office and Windows PC's
- Ability to learn custom accounting software

Benefits

- 401(k)
- 401(k) matching
- Health insurance
- Paid time off
- Professional development assistance

Starting pay is determined by prior experience and qualifications.

Tomlin Equipment is celebrating 75 years in business. We look forward to continued growth and hope you will consider joining our team.

Sincerely,

The Tomlin Equipment Company

Please contact Thomas Rhodes or Aaron Tyson with questions.

(419)-691-3571

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