



POSITION: Administrative

OBJECTIVE:

This position is accountable for entering orders, merchandise receipts, and other data into the company's computer system. Also is accountable for clerical activities in the accounting area including work on general ledger, accounts receivable, accounts payable, cash handling, answering phones and customer service.

POSITION QUALIFICATIONS:

- Two year degree or experience in related field.
- Computer working with Microsoft programs and ability to learn our software programs and other various programs.
- Strong written and oral communication skills
- Self-motivated and task oriented
- Friendly and outgoing

This job description is general in nature but serves as a guide to the responsibilities of administrative personnel. It should be understood that management reserves the right to periodically add, modify, change or delete these job responsibilities.

It should be understood and acknowledged that these job responsibilities are not to be construed as creating and type of employment contract or guarantee of employment or other employment benefit between the employee and Fahr Beverage Inc. Any promises to the contrary cannot be relied upon unless they are in writing and signed by the President of Fahr Beverage, Inc.