CHEM-SULT, INC.

Your partner in water treatment

About CHEM-SULT

CHEM-SULT is a trusted leader in chemical distribution, specializing in high-quality water treatment solutions. We serve municipal water treatment plants and industrial facilities, ensuring reliable product availability, expert support, and outstanding customer service. Our commitment to innovation, safety, and operational excellence has made us a valued partner for customers across the region.

Open Position: Administrative Assistant

Location: Our office is located at 509 S Chestnut St, Creston Iowa.

We are seeking a detail-oriented and organized Administrative Assistant to join our team. This position is vital in ensuring our operations run smoothly by managing orders, handling communications, and supporting day-to-day administrative tasks. The ideal candidate is proactive, resourceful, and possesses strong communication and multitasking skills.

As a growing company, we take pride in fostering a collaborative and dynamic work environment where employees are appreciated and empowered. If you are looking to be part of a company that values integrity, service, and customer-focused solutions, we invite you to apply and become part of our team.

Applications can be dropped off at our office (M-F, 8am-12pm), emailed (office@chemsult.com) or mailed (PO Box 255 Creston, IA 50801). Please include a resume, if you have one. If you're selected, we'll be in touch to schedule an initial interview, with a potential second interview if needed.

If you have any questions or need to follow up, feel free to call us at **641-782-9157** or email **office@chemsult.com**. We look forward to receiving your application!

JOB DESCRIPTION : ADMINISTRATIVE ASSISTANT

Job Summary:

The administrative assistant is responsible for providing comprehensive administrative support to our team and performing the tasks needed to ensure smooth day-to-day operations across all departments.

Duties & Responsibilities:

- Administrative / Support
    - Answer phones, manage email correspondence and greet occasional visitors
    - Organize and maintain physical and electronic filing systems
    - Document management
- Data Entry & Basic Bookkeeping
    - Accounts Payable
        - Enter bills and expense receipts
        - Pay bills
    - Accounts Receivable
        - Invoicing
        - Receive Payments
- Customer Service, Purchasing & Logistics
    - Receive and process orders
    - Track and coordinate shipments
- Assist with weekly payroll

Other Required Skills:

- Able to follow directions, careful attention to detail
- Critical thinking and problem solving
- Excellent communication skills, both verbal and written
- Good interpersonal skills
- Ability to work independently and as part of a team
- Basic math
- Basic computer skills (including email, internet, Microsoft Office)
- Maintain a working knowledge of Quickbooks (will train)
- Maintain a basic knowledge of products and customers (will train)

Wage / Hours:

- $17.00-20.00 / hour
- Part time position, ~ 20 hours / week (afternoons, Monday through Friday)
- No weekends, evenings, or holidays

Other Benefits:

- Full-time employees shall be eligible to receive benefits, such as health and dental insurance, disability insurance, life insurance, and paid leave (including vacation, sick, bereavement and holiday).
- Part-time employees may be eligible to receive paid sick leave and paid holidays.
- Employees are eligible to participate in the company sponsored 401K plan following 12 consecutive months of service and a minimum of 1000 hours worked (>19 hours/week).
- Opportunities for advancement in the future