

International Accounts Clerk –

- Maintain billing and order accounts of Latin American customers of biological food additive manufacturer
- Communicate with Spanish-speaking customers abroad about billing, orders, sales, and technical issues. Under supervision of accountant, collect and record accounts payables and receivables for customers using SAGE/SAP accounting software and perform other bookkeeping activities
- Monitor pricing and profit margins in compliance with international margin percentages
- Assure customer satisfaction and liaise with other departments regarding account and order issues
- Must have bachelor's degree in business with acceptable majors including international studies or business, or accounting
- Must speak fluent Spanish verified by cultural or familial background, testing, education, work experience, and/or interview in Spanish

Position located in Greenfield, IN. Send resumes to M. Yeadon, Vivolac Cultures, 6108 West Stoner Dr., Greenfield, IN 46140.