



**CONSOLIDATED
CONSTRUCTION
PRODUCTS, INC.**



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430 Ladder Lane
Carrollton, Kentucky 41008
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Employment Opportunity

Position: Accounts Payable / Accounts Receivable

Locations: Andover, Ohio; Cuyahoga Falls, Ohio; Coraopolis,
Pennsylvania

Overview:

- Invoicing of customers on a daily basis
- Preparing all vendor invoices for prompt payment
- Matching paperwork
- Data entry within the computer system
- Assisting with answering multi-line phone system

Qualifications:

- Detail-oriented
- Ability to work in fast paced environment
- Experience with Microsoft Excel a plus
- 10 key machine skills
- Honest and hardworking

Please email your resume to:

sales@consolidatedconstructionproducts.com