



Northern Container  
Division of Darco Enterprises, Inc.  
4949 West 122nd Street  
Alsip, IL 60803-2902  
Tel: (708) 496-1696 • Fax: (708) 496-1908  
[www.northern-container.com](http://www.northern-container.com)

#### Part Time Office Assistant

Assistant's responsibilities include:

- Answer all incoming calls
- Taking customer orders by phone, fax & email
- Processing customer orders in QuickBooks
- Maintaining customer accounts

Pleasant phone voice required

Attention to details required

Knowledge of QuickBooks is a **MUST**

Hours are 10 am to 2 pm, Monday to Friday

Pay: \$10.00 per Hour

Resumes will only be accepted by email, **DO NOT** call or visit the office.

Send resume to [jenniferj@northern-container.com](mailto:jenniferj@northern-container.com)

Phone interviews will be held with ideal candidates prior to arranging a face to face interview.