

JOB TITLE: PART-TIME BILLING MATERIALS CLERK- TORRINGTON

O&G Industries, Inc., an innovative and diversified construction company located in Torrington, CT, seeks a part-time experienced **Billing Materials Clerk**.

Due to business seasonality, the ideal candidate would be required to work 28 hours per week during the months of May through November, and 15-20 hours per week from December through April.

Responsibilities:

- Reconcile daily activity to various sales reports
- Scan daily sales documents
- Other clerical tasks as needed

Qualifications:

- Previous experience at a building materials company
- Experience in high volume sales reconciliations
- Strong math and computer skills
- Good analytical and problem-solving skills
- Strong sense of urgency and time management skills

To access different languages for the application process, click **START YOUR APPLICATION**. Find the drop-down box in the right-hand corner and navigate between English, Spanish, French and Italian.

O&G Industries is an Equal Employment Opportunity/Affirmative Action Employer that recruits qualified applicants and advances in employment without regard to race, color, religion, age, gender, gender identity, gender expression, sexual orientation, ethnic or national origin, genetic information, disability, marital status, veteran status or any other status protected by applicable federal, state, or local laws. O&G Industries also prohibits harassment and/or retaliation of applicants and employees based on any of these protected categories.

We are committed to hiring a diverse workforce and sustaining an inclusive culture.

Women and Veterans of the US Armed Services are encouraged to apply.

We are an E-Verify Participating Employer.