

# Nivel Parts and Manufacturing Job Fair

**Dates:** Wed July 28th

**Time:** 9:00am thru 2:00pm

**Location:** Nivel Parts

3510-1 Port Jacksonville Pkwy

Jacksonville FL 32226

**Phone:** 904-421-3037

**Contact:** Amy Barlow

**For Information Before the Event Call: Amy Barlow at 904-421-3037**

**Department:** Accounting Associate

**Position:** Entry Level Accounting

**Location:** Jacksonville, FL 32226

**Status:** Full Time

**Shift:** M-F 9am-6pm

Nivel Parts is the leading independent supplier of repair parts for the golf car marketplace. As a result of our continued growth, we are seeking candidates to fill full-time and part-time warehouse positions for our distribution center.

**Duties:**

Soft collections business to business, release invoices, scan documents to file, reconciliation, posting cash, overflow help for AR and AP division

**Physical Requirements:**

Occasional lifting up to 50 pounds, Frequent lifting is 10 pounds or less.

**Skills/Qualifications:**

High School diploma or equivalent required. Accounting degree preferred

1-3 years experience in an account position. 1-3 years in an administrative role

Nivel Parts offers a competitive benefits package and a great work environment. Nivel Parts and equal opportunity employer