



One of America's "Top 100 Homebuilders" as ranked by the National Association of Homebuilders, is seeking **Administrative Accounts Payable** Candidates to add to our Office Team in Central Ohio.

Westport Homes has a clear focus on what matters most...our customer. Our team members are selected based on the company values, honesty, integrity, passion, a commitment to excellence and a focus on customer satisfaction. Each Westport Homes team member is dedicated to providing the best home buying experience.

Essential Duties & Responsibilities:

- Manage and process invoices with accuracy and within set timeline
- Initiate communication with corporate accounts payable department and ensure timely delivery of invoices
- Responsible for multiple filing systems
- Answer phones and deliver exceptional customer service by conducting research, handling information requests and performing clerical functions
- Manage incoming mail
- Administrative support to Division President
- Track and communicate vendor compliance
- Problem solve utility and office machine issues
- Contributes to team effort by accomplishing results as needed

Qualifications:

- Education: College Graduate
- Experience: 1 - 3 years of previous office or accounts payable experience
- Professional appearance
- Intermediate computer/Microsoft Office skills
- Results driven & work well in a team environment
- Excellent organizational, interpersonal and communication skills.
- Ability to manage multiple priorities and deadlines.

Compensation Package:

- Competitive Salary Package
- Medical/Dental/Vision Benefits
- 401(k)

If you think you have the expertise, experience, and drive to flourish in an exciting, rewarding work environment, please submit resume & cover letter to Kimberly.byers@westport-home.com.