

Administrative and Reporting Coordinator

ACP, Inc. has an immediate opportunity available for an Administrative and Reporting Coordinator. ACP, Inc. (formerly Amana Commercial Products), is a division of the ALI Group and a leader in providing high speed cooking solutions to the foodservice industry.

This position will provide administrative and data compilation and reporting support for the business. Key accountabilities will include being the point of contact and go-to person for the business with regard to statistical data analysis and reporting, as well as administrative duties including greeting and directing visitors, answering and directing phone calls, handling incoming and outgoing mail; maintaining all office equipment and supplies. May assist with cash applications support and other special projects including human resources initiatives and various other reporting or duties as assigned.

Requires high school diploma; BA/BS preferred with an emphasis in business, finance, statistics, computer science, or a combination of related experience and education. Superior PC skills and proficiency utilizing MS Office applications including advanced level experience with Excel and Access. SQL programming experience a plus. Minimum 2-3 years previous related administrative experience including statistician and/or reporting and analysis background. Excellent verbal and written communication and interpersonal skills, strong organizational skills, attention to detail and the ability to work independently are essential.

Interested candidates should send their resume, including salary requirements, to:



Attn: Human Resources
225 49th Ave. Dr. SW
Cedar Rapids, IA 52404
fax: 319/368-8198
e-mail: careers@acpsolutions.com

www.acpsolutions.com

EOE
Pre-employment drug test is required