



240 5th Street  
 Nashwauk, MN 55769  
 Ph: 218-885-3883  
 Fax: 218-885-3884  
[www.ikmechinc.com](http://www.ikmechinc.com)

\*Plumbing, Heating, Cooling, Electrical\*  
 \*Crane and Hauling Service\*  
 \*Residential, Commercial, Industrial\*  
 \*Licensed, Bonded, Insured\*

<b>Job Title:</b>	Office Assistant / Bookkeeper	<b>Job Category:</b>	Clerical
<b>Location: 240 5<sup>th</sup> Street</b>	Nashwauk, MN 55769	<b>Travel Required:</b>	No
<b>Date Posted:</b>		<b>Position Type:</b>	Part Time 24 hours per week M-W 8:00 – 4:30
<b>Salary Range:</b>	Starting \$15.00 - \$17.00/ hour	<b>Benefits:</b>	
<b>Paid Vacation/Sick Leave:</b>	1 week 1 <sup>st</sup> year available after 6 months of employment, ESST 1 hour per 30 hours worked capped at 48 per year	<b>Paid Holidays:</b>	7 paid holidays per year: New Years Day, Christmas Day, Thanksgiving, Friday after Thanksgiving, Labor Day, Memorial Day, 4 <sup>th</sup> of July
<b>Will Train Applicant(s):</b>	Brenda Bailey		

**Resumes Accepted By:**

**FAX OR EMAIL:**

Fax: 218-885-3884  
 Email: [Ross@jkmechinc.com](mailto:Ross@jkmechinc.com)

**MAIL:**

JK Mechanical & Electrical Contractors, Inc.  
 240 5<sup>th</sup> Street  
 Nashwauk, MN 55769

**Job Description**

**FULL JOB DESCRIPTION:**

JK Mechanical & Electrical Contractors, Inc. is looking for a full-time office assistant / bookkeeper to join their current team. The primary responsibilities for this position are as follow:

- Answering phones
- Sorting and filing various types of paperwork
- Typing proposals / letters
- Invoice and Payroll Entry
- Payroll Reporting
- Preparing Time and Material Invoices

**QUALIFICATIONS AND EDUCATION REQUIREMENTS**

Proficient in MS Office (Word, Excel, Outlook)  
 Excellent Customer Service / People Skills

**PREFERRED SKILLS**

Experience with Sage 100 Contractor  
 Bookkeeping Experience  
 Receptionist Experience



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**Pre-Employment Application**

**Applicant Information**

Last Name		First		M.I.	Date
Street Address				Apartment / Unit #	
City		State		Zip	
Phone			Cell		

Are you a citizen of the United States?		Yes	No	If no, are you authorized to work in the U.S.?		Yes	No
Have you ever worked for this company?		Yes	No	If yes, when?			
Have you ever been convicted of a felony?		Yes	No	If yes, explain			

**EDUCATION**

High School		Address					
From	To	Did you graduate	Yes	No	Degree		
College		Address					
From	To	Did you graduate	Yes	No	Degree		
Other		Address					
From	To	Did you graduate	Yes	No	Degree		

**REFERENCES - PLEASE LIST 3 PROFESSIONAL REFERENCES**

Full Name		Relationship					
Company		Phone ( )					
Address							
Full Name		Relationship					
Company		Phone ( )					
Address							
Full Name		Relationship					
Company		Phone ( )					
Address							



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**PREVIOUS EMPLOYMENT**

Company	Phone ( )
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Address
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Job Title	Supervisor
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Responsibilities
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From	To	Reason for Leaving
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May we contact your previous supervisor ro a referene?	Yes	No
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Company	Phone ( )
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Address
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Job Title	Supervisor
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Responsibilities
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From	To	Reason for Leaving
------	----	--------------------

May we contact your previous supervisor ro a referene?	Yes	No
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Company	Phone ( )
---------	-----------

Address
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Job Title	Supervisor
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Responsibilities
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From	To	Reason for Leaving
------	----	--------------------

May we contact your previous supervisor ro a referene?	Yes	No
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**MILITARY SERVICE**

Branch	From	To
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Rank at Discharge	Type of Discharge
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If other than honorable, explain
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**DISCLAIMER AND SIGNATURE**

I certify that my answers are true and complete to the best of my knowledge.
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If this application leads to employment, I understad that false or misleading information or interview may result in my release.
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Signature	Date:
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