



Front Office Operations Admin De Pere, WI

This role is the first point of contact for visitors while also owning critical day-to-day purchasing and operational administrative work that keeps our business running.

You'll greet people at the front door, but just as importantly, you'll be behind the scenes making sure purchase orders are accurate, materials are received correctly, and information flows across teams without gaps. If you're someone who likes staying organized, catching details others miss, and following things through to completion, this role matters.

What You'll Do:

- Greet visitors, answer phones, and handle general inquiries professionally
- Create a positive first impression for customers, vendors, and partners
- Create and enter purchase orders with accuracy (pricing, quantities, details)
- Review vendor acknowledgements and flag discrepancies (pricing, delivery, specs)
- Process receipt of goods and support accurate inventory transactions
- Coordinate with Parts and Operations to keep information aligned
- Maintain organized records for vendors, POs, and documentation
- Support shipping prep (pick sheets, bills of lading)
- Complete routine operational tasks (labels, tracking logs, reports)
- Order and manage office supplies

You'll Do Well In This Role If You:

- Stay organized and don't let details slip
- Take ownership and follow things through to completion
- Communicate early when something is off or delayed
- Can balance front-facing responsibilities with behind-the-scenes work
- Are comfortable working in a fast-paced, hands-on environment

What You Bring:

- 2+ years in administrative, purchasing, inventory, or operations support
- Manufacturing or production environment experience preferred
- Strong attention to detail and accuracy
- Ability to manage multiple priorities at once
- Experience with ERP systems (Sage or similar) and Microsoft Excel
- Strong communication and organizational skills

Why Washworld?

- A stable, growing company with a strong reputation and a long-tenured team
- In-office collaboration that actually adds value
- Work that directly impacts our customers, production floor, and the business as a whole
- A culture where people support one another and your contributions truly matter



What You'll Get:

- Competitive pay plus health, dental, and life insurance
- 401(k) match to help you plan for the future
- Paid time off for holidays and vacation, plus paid time to volunteer in your community
- A clean, air-conditioned and heated facility so you're comfortable year-round
- Bi-Monthly birthday celebrations with free food and a chance to connect with coworkers
- Fun company events including our annual picnic, milestone anniversary recognitions, and Christmas party
- A supportive team environment where your work is valued and appreciated – seriously!

Our Non-Negotiable Standards

At Washworld, how we work together matters just as much as the work itself. The following standards guide how we show up for our customers, teammates, and partners every day.

Candidates who thrive here align with these principles:

Customer Obsession: We put customers at the center of every decision and focus on long-term value.

Calculated Growth: We pursue thoughtful, sustainable growth in our people, products, and business.

Relationships: We prioritize partnerships over transactions and value strong collaboration.

Accountability: We take ownership of our work and follow through on commitments.

Trustworthiness: We build trust through honesty, integrity, and responsible decision-making.

Golden Rule: We treat others with respect, kindness, and consideration.

Those interested in applying can do so on our website at www.washworldinc.com/careers

