



Plant Storeroom Clerk

The Monarch Cement Company is seeking to fill one Plant Storeroom Clerk position in the Purchasing Department for our Humboldt, Kansas plant.

The successful candidate must have a high school diploma, GED or equivalent, must be at least 18 years of age and prefer candidate to have completed the WORKReady certification. Must successfully complete a pre-hire physical, drug screen and background check. Must possess a valid state issued drivers' license.

Must have good knowledge of operating computers and prefer knowledge of Microsoft Word, Access, Excel and SAP. Some of the typical duties will include working invoices, create purchase orders and requisitions, calling vendors about orders, filing, run daily and monthly total purchase reports and do weekly inventory checks and audits.

Interested candidates are to register at the Southeast KANSASWORKS Office located at Neosho County Community College, 800 West 14th Street, Chanute, Kansas or call 620-431-2820, ext. 634. Monarch prefers all applicants have the WORKReady certification accompany the application. Applications can be obtained either on line at monarchcement.com or candidate may pick an application up at the Plant Offices at 449-1200th Street in Humboldt between the hours of 7am and 3:30pm Monday through Friday. Applications can be either emailed to hr.dept@monarchcement.com or mailed to The Monarch Cement Company, Attn: Plant Storeroom Position, P.O. Box 1000, Humboldt, KS 66748.

The Monarch Cement Company offers an outstanding benefits package and is an excellent place to work.

Applications are to be submitted by November 30, 2018.

The Monarch Cement Company is an Equal Opportunity Employer. We encourage qualified minority, female, veteran and disabled candidates to apply and be considered for open positions.