



JOB DESCRIPTION

Job Title: Office Clerk
Location: Houston, TX
Status: Non-Exempt
Schedule: Monday thru Friday, 8:00am-5:00pm
Department: Human Resources (FFC)

General Job Duties:

The Office Clerk will support various departments and perform administrative support. The position will serve as receptionist for the office, answer the main phone line and direct calls to appropriate departments, process incoming and outgoing mail, distribute mail to departments, meter outgoing mail and travel to and from the post office using a company car. The position will help with company parties and events, including planning, setup and cleanup. This role will operate a car during work hours traveling to stores, restaurants, banks and the post office to complete job assignments and procure food and supplies for company events. The position will also order and stock all supplies needed by the corporate office. The position is required to work onsite at corporate office located in the Greenspoint area of Houston, TX.

Qualifications

- High School Diploma or GED required
- 2 years of customer service
- 2 or more years of administrative assistant experience
- Experience working with mail or in a mailroom is a plus
- Excellent PC skills, knowledge of MS Word, MS Excel, Powerpoint and Outlook
- Must be able to multi-task and prioritize assignments

Knowledge, Skills and Abilities

- Time management and organization skills
- Computer proficiency
- Strong sense of urgency
- Strong interpersonal skills; diplomatic and tactful

Must be able to obtain and maintain security clearances and successfully complete a thorough background check.

EQUAL OPPORTUNITY EMPLOYMENT