



Part Time Office Support/Clerical

Blaine, MN (posting to close 1/23/2012)

JOB DESCRIPTION

Performs general clerical work with a variety of activities and related tasks in an office and manufacturing setting.

TYPICAL DUTIES

- Greet guests and answer telecommunication systems
- Monitor inbound/outbound phone calls and faxes, mail distribution
- Monitoring, ordering, receiving, stocking and distribution of plant office supplies
- Establishes and maintains complex filing systems
- Filing paperwork, updating necessary reports
- Assist Purchasing & Production Department with expediting and maintenance of open orders
- Performs other administrative work as assigned by various departments

KNOWLEDGE, SKILLS AND ABILITIES

Working knowledge of:

- Filing methods
- Business English, spelling and arithmetic
- Office practices and procedures
- Working knowledge and/or skill in word processing, spread sheets and other computer applications (Word, Excel, Oracle)

Ability to:

- Type accurately and make accurate arithmetic computations
- Prepare and maintain complex records and reports
- Follow written and verbal instructions
- Communicate effectively verbally and in writing
- Ability to read and correctly interpret instructions and computer-generated data as required
- Work in a fast-paced environment independently on assigned tasks as well as to accept direction on given assignments

REQUIREMENTS

- Possession of a high school diploma or equivalent (GED)
- 1 year of relevant experience and/or training, or equivalent combination of education and experience in related field
- Possession of strong organizational skills

APPEARANCE/PERSONALITY

Professional, upbeat, energetic, takes initiative, dependable, takes pride in work

- Part time 20-25 hrs/wk
- \$10.00/hr
- Contact: Anna Namvansy @ 501-794-5008 or anamvansy@parker.com

Additional Comments:

The duties have been provided as examples of the type of work performed by employees assigned to this job classification. The company reserves the right to modify the work assignments and/or to make reasonable accommodations so that qualified employees can perform the essential functions. The job qualifications are not intended to be an all inclusive list of duties and responsibilities. It is intended to describe the general nature of the position. EOE/D/V/M/F.