

Office Clerk Part-time: 9:00 am to 2:00 pm, Monday - Friday Broadway Ave. Cleveland, OH 44105, \$14.00 to \$15.00/ hr. This temporary position has the potential to become a permanent position.

Job Summary: Responsible for performing the general recordkeeping and communication activities to maintain the office files and records

Job Duties:

- Matching items received against the purchase order
- Filing numerically and alphabetically
- Organizing records
- Distributing memos
- Sort and distribute incoming mail

Qualifications:

- Good reading and writing skills
- Ability to work individually and as a team member
- Ability to concentrate
- Attention to details

Minimum Experience

- Must have one year of office experience
- High school diploma or its equivalent
- Must be able to pass a drug screening
- Must be able to pass a background screening

For Your Safety

- All interviews are done inside, Individuals are interviewed one-on-one. Face mask must be worn; we maintain the 6 feet social distancing.

Email your resume to hr@quickemp.com or fax to 216 361-3970 or upload on our contact page.