

Office Clerk

The Office Clerk is a detail orientated person with proven clerical experience who will provides technical and administrative support to the Executive Director's office.

SUPERVISION: The candidate works under the general supervision of the Executive Director's Office.

ESSENTIAL JOB DUTIES:

- Prepares advertising, vendor communications, required forms, etc.
- Maintains active file of vendors, prospective vendors and contractors
- Responsible for the maintenance and organization of files.
- Assists with developing procurement documentation
- Prepares reports, routine correspondence, memos, agendas, etc.
- Prepares notifications of awards and final contract documents
- Supports day-to-day needs of the Executive Office
- Performs various duties, when assigned
- Work independently and provide follow up on various projects simultaneously

SKILLS:

- Strong administrative, communicative skills and analytical ability
- Ability to perform mathematical computations
- Strong computer skills: (MS Word, Excel and Outlook) must have the ability to learn other computer software programs as required
- Ability to prepare clear, concise and organized communication
- Ability to work and contribute in a teamwork environment both internally and externally