

Office Clerk – Part Time

Job Summary

An effective office clerk is responsible for performing clerical and administrative duties in an office setting. Must be reliable and hardworking with great communication and organizational skills. Preference may be given to residents of the Town of Pink.

Primary Responsibilities

- Assist in filing duties
- Maintain files and records
- Perform basic bookkeeping duties
- Compile financial records and type correspondence
- Operate office machines such as photocopiers and scanners, and personal computers
- Sort and distribute incoming mail and prepare outgoing mail
- Perform data entry
- Assist in office management and organization procedures
- Perform other office duties as assigned

Requirements

- Proven experience as office clerk or other clerical position
- Familiarly with office procedures and basic accounting principles
- Working knowledge of office devices and processes
- Working knowledge of Microsoft Office with a typing speed of at least 40 wpm
- Excellent communication skills
- Very good organization and multi-tasking abilities
- High school diploma

Submit resume with cover letter including wage requirements and schedule of hours available to work by email to townofpinkoklahoma@gmail.com or mail to Town of Pink, PO Box 250, Tecumseh, OK 74873.