

SMG
Job Description

Job Title: Maintenance Clerk
Department: Maintenance
Reports To: Director of Facilities
FLSA Status: Part-time Hourly/Non-exempt

Summary Performs data entry, maintains files, provides administrative support to the Chief Engineer and Director of Facilities.

Essential Duties and Responsibilities include the following. Other duties may be assigned.

Reads and routes incoming mail.

Locates and attaches appropriate file to correspondence to be answered by Director or Manager.

Composes and types routine correspondence.

Organizes and maintains file system, and files correspondence and other records.

Answers and screens Director's/Manager's telephone calls.

Performs data entry to maintain all related programs.

Arranges and coordinates vendor meetings.

Conducts research, and compiles and types statistical reports.

Completes monthly facility reports.

Makes copies of correspondence or other printed materials.

Prepares outgoing mail and correspondence, including e-mail and faxes.

Orders and maintains supplies, and arranges for equipment maintenance.

Supervisory Responsibilities

This position does not have supervisory responsibilities.

Qualifications

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Education and/or Experience

High School diploma or G.E.D.
Two years related clerical experience

Skills and Abilities

Ability to type at least 55 wpm
Knowledgeable in using databases, Microsoft Office & Outlook
Ability to use all office equipment, computer, calculator, fax machines, copy machines
Ability to prioritize tasks and to handle multiple tasks at a time
Good communication, problem solving and organizational skills
Excellent customer service skills

Computer Skills

To perform this job successfully, an individual should have knowledge of Spreadsheet software and Word Processing software and be proficient in Microsoft Word, Excel, and PowerPoint.

Certificates, Licenses, Registrations

No certifications are required.

Physical Demands The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to sit for long hours; use hands to handle files, type and operate office machines; to talk and hear on the telephone. Specific vision abilities required by this job include close vision to handle office correspondence.

NOTE: The essential responsibilities of this position are described under the headings above. They may be subject to change at any time due to reasonable accommodation or other reasons. Also, this document in no way states or implies that these are the only duties to be performed by the employee occupying this position.