



976 United Circle • Sparks NV 89431 • ph (888) 438-9473 • fx (800) 544-8051 • ResourceActionPrograms.org

Clerk

The position entails general clerical duties including: filing, faxing, inbound/outbound calls, data entry, secretarial support to sales or management staff, running office errands, and an assortment of general office tasks.

Responsibilities Include:

- Filing
- Answering Phones (Light)
- Data Entry (Heavy)
- Creating files and labeling accordingly.
- Sorting through incoming mail and distributing it onto the intended individual.
- Keeping supply cabinet stocked and filling requests for materials needed.
- Scanning of necessary program documents and filing.
- Placing product orders.
- Monthly mailings to sponsors and/or school programs.

Knowledge, Skills and Abilities Required:

- Be comfortable on the phone, staying in control under pressure and have thick skin.
- Demonstrate excellent problem-solving skills.
- Must be organized, self-motivated and able to multitask.
- Comfortable collaborating with others, thrive in a fast-paced environment and enjoy a diversity of tasks and projects.
- Handle stress with grace and tact and possess an excellent sense of humor.
- Independent work style, ability to plan and execute with little direction, creative problem-solving skills and initiative.
- Take pride and ownership in the work produced.
- Ability to meet deadlines and balance multiple project schedules.

Experience:

- Proficiency in Microsoft Word, Excel, and Outlook is required.
- Previous experience in an office environment.
- Bilingual a plus.

The perfect candidate would be a team player with great communication skills and a can-do attitude. It's a very fast pace environment so a sense of humor is a plus. For more information about the company, please visit www.resourceactionprograms.org. This is an onsite position in Sparks, NV.

Please no contract or freelance applications. Please send your resume, examples of your work, salary requirements and date of availability to Tiffany James at tiffany@etlproducts.com.