Job Title: Administrative Clerk **FLSA Status:** Non-Exempt

Department: General **Date:** August 21, 2009

Position Summary:

This position is responsible to the Office Manager for the direction, coordination and overall management of all job related functions. Administrative Clerks handle a Varity of duties that are specific to their department. They assist with the day to day operations to ensure that processes are completed in a timely manner. Administrative Clerks handle various administrative duties will include but not be limited to typing, data entry, AR & AP, filing, copying, faxing, and telephone duties.

Position Requirements:

Education: Some college required, Associates Degree preferred.

Experience: A minimum of two years successful Office Administration experience, preferably within the Critical Power industry or service related company.

Skills: Applicant must possess excellent oral and written communication skills. Intermediate up to advanced level of computer skills required. This should include but not be limited to Micro Soft Office, Excel, Power Point and Outlook. Understanding of File Maker System and Quick Books financial software is a plus. Good math skills required. Applicant must be able to handle multiple tasks and be detail oriented. Must have the ability to work independently with minimal supervision within a fast paced environment.

Typical Physical Demands:

Normal work hours are Monday – Friday 8:00am – 5:00pm. Applicant may be required to sit up to 8 hours a day with some walking, bending, and stooping involved. Position requires heavy computer related activities, must be able to type and read at computer station up to 8 hours a day.

Working Conditions:

Occasionally will be called upon to work overtime hours. Works in a typical office setting.

This Job Description does not constitute a contract for employment