

**Position:** Intern/Clerk

**Job Category:** Administrative

**Location:** Austin, TX

**Position Type:** Part time, 20 hours/week

**Work Environment:**

We offer a professional yet casual and easy-going work environment where each individual's contribution is valued and outstanding performance is rewarded. As an employee of this office of approximately 15 people, you will experience a supportive, team-oriented culture where each employee has a major impact on the success of the organization. If you meet the qualifications for this position, as stated below, and want to be part of a successful, high-integrity company, we encourage you to apply.

**General Description:**

The clerk provides administrative support to the Business Manager and Program Managers. Duties include general clerical and project based work. The clerk must project a professional image both over the phone and in-person at all times.

**Duties and Responsibilities:**

- Aides in answering the phones and transferring calls.
- Photocopying, faxing, mailing and filing.
- Maintains up to date list of contact numbers and addresses in electronic rolodex.
- Creates and modifies documents using Microsoft Office.
- Keeps Business Manager informed of the progress of projects delegated to them.
- Greets and announces phone calls and visitors.
- Maintains a clean work environment.
- Ensures supplies are well stocked, i.e. paper in fax and printer, pens, toner, labels, etc.
- Ensures that correspondence both written and oral is completed in a timely manner.
- Completes any other duties that are assigned.

**Qualifications:**

- Must be proficient in all MS office operations.
- Must communicate effectively both orally and in writing.
- Ability to prepare paperwork both routine and otherwise.
- Reflect a level of professionalism and maturity in varying situations.
- Requires extreme attention to detail.
- Ability to multi-task proficiently.

Non-smoker strongly preferred.

Please respond through this ad; do not contact us via telephone.