

# Administrative Clerk

## **Qualifications and Requirements**

General Office and basic computer skills (Windows Office)  
Type 40wpm (minimum), 10-Key (by touch), Excellent verbal and written skills, Strong attention to detail, Knowledge and understanding of contract provisions a plus! Works well under limited supervision, Ability to multi-task in a fast paced environment, Works well with deadlines and goal oriented, High School Diploma or equivalent, Bilingual, a plus

## **Hours:**

Full Time Only, Monday through Friday Shift:  
8:00am to 5:00pm

## **Tasks and Responsibilities:**

- Execute data entry
- Maintain and update client information database
- Assemble client folders and welcome packets
- Responds promptly and professionally to the needs of the client
- Light filing
- Offer clerical support to upper management
- Miscellaneous tasks as assigned

## **Compensation:**

\$8.25 to \$ 10.00 per hour Paid Training, Excellent benefits package (Medical-Dental Insurance, 401k, Supplemental Life Insurance, Paid Holidays, Paid Vacation, Educational Reimbursement, Flexible Work Schedule and Athletic Facility/Fitness Center)

## **For more information:**

Please contact  
Hazy Pipo  
Director of Human Resources  
Apply online at: <http://www.usfmgroupp.com/careers.php>

Toll Free: 800-682-8485 Direct: 619-398-1000 Fax: 619-374-2981  
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