

Job Title: Office Clerk

Position Open: 3/12/2024 Position Close: 4/1/2024

Company Overview:

Join our dynamic team at The Town of Pageland. We pride ourselves on fostering a collaborative and supportive work environment where every team member is valued and has the opportunity to contribute to our success. As we continue to grow, we are seeking a detail-oriented and organized individual to join us as an Office Clerk.

Position Overview:

As an Office Clerk, you will play a vital role in ensuring the smooth operation of our office. You will be responsible for performing a variety of administrative and clerical tasks to support our team and maintain efficient office procedures. This is an excellent opportunity for someone who thrives in a fast-paced environment and enjoys working as part of a team.

Key Responsibilities:

- Perform general clerical duties, including photocopying, scanning, faxing, and filing documents.
- Assist with data entry and maintaining accurate records in electronic and paper filing systems.
- Handle incoming and outgoing mail, including sorting, distributing, and processing deliveries.
- Answer and direct phone calls in a professional and courteous manner.
- Greet visitors and provide them with assistance or direct them to the appropriate person or department.
- Assist with scheduling appointments, meetings, and event room reservations.
- Order and maintain office supplies and equipment inventory.
- Assist with special projects and perform other duties as assigned by management.

Qualifications:

- High school diploma or equivalent required. Associates degree in business, accounting, office systems, public administration, or related field.
- Proven experience in an office environment or similar role is preferred but not required.
- Strong organizational skills with excellent attention to detail.
- Proficiency in Microsoft Office suite (Word, Excel, Outlook).
- Excellent written and verbal communication skills.
- Ability to multitask and prioritize tasks effectively.
- Professional demeanor with a positive attitude and strong work ethic.
- Ability to work independently as well as part of a team.
- Experience with bookkeeping, accounting, or cash handling preferred.
- Must be bondable.

Benefits:

- Competitive salary based on experience.
- Benefits package, including health insurance, retirement plan, and paid time off.
- Opportunities for professional development and advancement within the company.
- Friendly and supportive work environment with a diverse team of talented individuals.

How to Apply:

If you are interested in joining our team as an Office Clerk, please submit your application and resume to pagelandadmin@shtc.net. Applications can be found at townofpageland.com or at Town Hall located at 307 E. McGregor St. Pageland, SC 29728.

The Town of Pageland is an equal opportunity employer.