

Job Title: Office Clerk

This is a great opportunity for someone looking for steady hours and competitive pay.

We're looking for a Part-Time Office Clerk who'll be responsible for providing services in the areas of photocopy, facilities maintenance, office supply inventory, mail, and assistance to reception, as needed. The anticipated schedule is approximately 20 hours per week but very flexible.

Job Requirements:

- High School Diploma or the equivalent.
- Office or clerical work experience is preferred but not required.
- Ability to operate a fax machine, copy machine, and other equipment is required.
- Ability to organize and prioritize tasks, follow directions, coordinate assignments concurrently.
- Ability to work independently and as part of a team interacting with all levels of firm personnel.
- Effective communication skills, both written and verbal.
- Strong customer service skills.

Responsibilities:

- All duties must be performed accurately and in a timely manner with attention to detail and a high level of customer service.
- Monitor copy machines; perform standard maintenance that includes replacing toner cartridges and loading of staples; and arrange for service as required.
- Monitor and maintain supply inventory for copiers.
- Prepare copy, print and scan jobs in accordance with instructions provided. Conduct Quality Control on all requests before returning them to requestors.

Interested candidates should forward their resume for consideration to mrwilson@realogyholdingscorp.org.

Requirements: High School diploma or equivalent, criminal background clearance.

Hours: Varies, approximately 15-20 hours a week. Must be flexible.

Realogy Holdings Corp.
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Mr. Christian Wilson