



<https://www.premierpersonnelgroup.com/find-a-job/office-clerk/>

Office Clerk

Description

Responsible for administrative duties as assigned.

Responsibilities

- Revise labor logs and highlight missing times and discrepancies between the time keeping system and labor logs.
- Run hours report and error in the time keeping system.
- Fix hours in the system after Payroll Clerk or HR approvals.
- File documents and time sheets.
- Scan documents into the system
- Assist department and perform other position related duties as specified by management

Qualifications

- Proficiency in Computer and Excel

Bilingual in English and Spanish preferred

Hiring organization

Premier Personnel Group

Employment Type

Full-time

Beginning of employment

ASAP

Duration of employment

Full Time

Industry

Distribution

Job Location

Burlington

Base Salary

\$ 18

Working Hours

Monday to Friday (6:00 AM to 2:30 PM) with possibility of OT