Title | Part-Time Administrative Clerk
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Department | ISSA Charities-Cleaning for a Reason
Reports to | Cleaning For A Reason Office Manager
Location | 2540  King Arthur Blvd Ste 230 Lewisville, TX 75056

**Job purpose**

To provide administrative and clerical support to ensure the efficient operation of Cleaning for a Reason’s program. Individuals are responsible for tasks assigned to them by an office manager or other employees. This position will be part-time at an expected 10 to 30 hours per week, working from office and home.

**Duties and Responsibilities**

- making phone calls and sending emails
- receiving and responding to phone calls and emails
- reviewing records to answer requests for information
- checking and entering data
- updating and maintaining databases

**Key Competencies and Skills**

- organizational and planning
- time management skills and the ability to prioritize work
- able to work independently
- data management
- attention to detail and accuracy
- problem-solving
- adaptability
- customer service orientation
- team work
- communication skills - verbal and written
- confidentiality

**Qualifications**

- knowledge of MS Office
- knowledge of SalesForce helpful
- proficient in use of email and internet
- accurate keyboard skills
- high school diploma or equivalent

ISSA/ISSA Charities is an equal employment opportunity company.