JOB ORDER FORM

ORDER NUMBER: 40
DATE: 1/26/2012

JOB INFORMATION

Job Title: Personnel Clerk

Minimum Age Required: 18 years

No. of Openings: 1 Full Time: X Part Time: __ Hours Per Week 40

Days of Work: 5 days some weekends Hours of Work/Shift: 8am-5pm

Is Position Permanent? yes If Temporary, What Is Duration?

Job Description/Summary: Recruiting for open positions and assists in providing orientation for all hourly new hires. Verifies employment and wages to state agencies. Performs duties of secondary receptionist and switchboard operator by answering phone and greeting visitors as needed among other secretary duties. Assist with interviews and applications.

Skills and/or Experience Required: Must be self-motivated, organized, have good computer skills, telephone etiquette and communication skills. Must be able to work under pressure, multi-task and speak to/with small and large groups.

Education Required (HS Diploma, GED, Degrees): High school diploma or equivalent,

Salary & Benefits: Salary based on experience. Benefit package available.

How To Apply: Contact the Lenoir, Greene or Jones County Job Link Career Center.

Completed By: Maria Ison Date: 1/26/2012

LENOIR COUNTY JOBLINK CAREER CENTER
P.O. Box 188 ● 231 Highway 58 South ● Kinston, NC 28502 ● Tel. (252) 527-7320 ● Fax. (252) 527-2109