



JOB POSTING

Date of Posting: February 29, 2008
Posting Number: GA22908C
Position: Clerk (3 positions)
Status: Non-exempt (temporary)
Location: Lawrenceville, GA
Position Reports To: Engineering Manager

The incumbent will provide administrative support to the project, clerical support for the operations & maintenance function, and clerical support for the accounting function. Administrative responsibilities can include filing, phone coverage, office supplies, mail, personnel and equipment records, and other duties as assigned. Clerical support for the operations & maintenance function primarily includes entering locate tickets into the database and dispatching appropriate personnel. This work can mean extended hours as well as possible on call duties. Clerical support for the accounting function can include payroll & accounts payable entry.

Essential Duties and Functions:

- Functions as support staff for the project personnel. Will provide telephone-answering coverage to field questions and direct calls to appropriate personnel as necessary.
- Provides general clerical support in the areas of mail distribution, filing, correspondence typing, faxing and fax distribution, copying, office supply inventory/ordering, weekly travel reports, travel calendar.
- Maintains job equipment & personnel records including employee absentee calendars.
- Enters locate tickets into ticket tracking database and notifies technicians of emergency locates.
- Enters job payroll and accounts payable into JD Edwards. Maintains associated office records.
- Other duties as assigned by supervision.

Qualifications:

High school diploma or GED equivalency with three years experience in a corporate office location environment or other acceptable experience.