



ADMINISTRATIVE CLERK

(PART TIME)

Salary: \$18.52

The following are the requirements, abilities and duties for Administrative Clerk at EXPO Center.

Requirements/Abilities:

- At least 18 years old
- Available to work 10-20 hours per week
- Proficient in Microsoft Office and Google Suite
- Office practices, including filing, data entry, cross-referencing methods
- Good oral, written and communication skills
- Valid California driver license

Duties:

- General office clerical work, which may include: customer service, basic word processing, data entry, filing and organizing related work, independent judgment, sorting, classifying, cross referencing
- Utilize documents such as manuals, catalogs, files and computer printouts to find necessary information
- Assist patrons in person, by telephone, and email, referring them to the proper resources.
- Review and process applications for New Hires, deliver to HR and maintain files
- Operating various office machines including, photocopiers, scanners, telephone, and related equipment
- Assembling materials for mailing or shipping
- Create and maintain work log to include status of ongoing assignments

To apply:

Send resume to:

Kenya Wiley, Secretary
Kenya.Wiley@lacity.org

EXPO Center

3980 Bill Robertson Lane, Los Angeles, CA 90037

Last day to apply:

October 18, 2021