



## JOB DESCRIPTION

### TEMPORARY (OFFICE) CLERK - PAYROLL

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**Reports to:** Payroll Supervisor

**Manages:** N/A

**FLSA Status:** Non-Exempt

**Position Summary:** Temporary (Office) Clerk needed in the payroll department on a part-time temporary basis for 15-18 hours per week located in Alameda for a period of 90 days. Hours are flexible between the hours of 7:00am-4:00pm, Wednesday through Friday. This is a great position for someone currently in college looking for flexible hours and/or part-time work. Interested candidates may apply online at [www.webcor.com](http://www.webcor.com)

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#### ESSENTIAL DUTIES AND RESPONSIBILITIES

- Filing: maintain paper files, make labels and folders
- Copy, scan and upload documents
- Other duties and tasks, as requested, i.e., mail, running reports, fill out forms/reports, review paperwork and validate system data

#### TECHNICAL SKILLS AND EXPERIENCE

- Working knowledge of current office technologies and usage
- Proficiency in use of MS Office (Word, Excel, and Outlook) and Adobe Acrobat and Reader

#### LEADERSHIP AND COMMUNICATION SKILLS REQUIRED

- Highly organized and dependable
- Self-starter and proactive
- Excellent verbal and written communication skills

#### REQUIRED EDUCATION AND WORK EXPERIENCE

- Knowledge of administrative and clerical procedures and systems
- Office work experience desired

#### PHYSICAL REQUIREMENTS

Performance of the required duties will require physical ability to sit for long periods of time at a desk, generally up to 7 hours per day and occasionally standing and walking. The repetitive motion using hands with constant keyboarding and physical use of vision to read computer monitors and paper documents. Regularly required to use hands to operate standard office equipment (personal computer, photocopy machine, fax machine). Occasionally required to stoop, kneel and lift up to 25 pounds. The noise level in the office work environment is usually moderate to loud

This is a general statement of required major duties and responsibilities performed on a regular and continuous basis. It does not exclude other duties as assigned. Webcor Builders is AN EQUAL OPPORTUNITY EMPLOYER.