

# HELP WANTED

## Skilled Clerical – General Office and Data

We are currently seeking a part-time Clerical for UFCW Local 655 in Ballwin, Missouri. This person will be responsible for tasks ranging from providing outstanding service to clerical tasks and data entry. Must have a positive attitude and high energy!

Applicant should be well groomed, well-spoken and have a pleasant voice. Must be able to work a flexible schedule within Monday – Friday; 8:00 a.m. – 5:00 p.m.

### JOB REQUIREMENTS

- 2 – 4 years in an office setting performing clerical duties (preferable).
- Customer service experience.
- Computer experience, proficient in MS Office, Word, Excel.
- Able to operate a variety of office equipment printer, fax, scanner, mailers.
- Handle day-to-day member service inquiries and request.
- Excellent written and verbal communication skills.
- Ability to multi-task, prioritize and manage time effectively.

Position will also entail but not be limited to:

- Processing membership applications.
- Greeting guests.
- Handling incoming calls.
- General office duties.
- Opening and distributing mail.
- Typing, file, fax, scan, email.
- Will be cross trained in other aspects of the membership department

### REQUIREMENTS

High School Diploma or GED  
Have Transportation  
Pass Reference check (will be checked)  
Verifiable work history  
Stable employment background

**Contact:** Mary M. Knop  
**Phone:** 636-736-2727  
**Email:** [mknop@ufcw655.org](mailto:mknop@ufcw655.org)  
**Fax:** 636-394-5006