

## Administrative Clerical

### Description

SC Staffing & Consulting's client in Whitehall, PA in the Lehigh Valley has a full time Advanced Clerical position for a recent college graduate to join their team.

### Responsibilities

- Perform wide variety of clerical tasks.
- Handle inquiries and incoming work requests.
- Accurately input all necessary information into appropriate system.
- Follow-up with customers regularly for missing documentation.
- Maintain spreadsheets in Excel by inputting and verifying data.
- Maintain financial records.
- Other duties as assigned.

### Qualifications

#### Skills

- Well organized, good judgment, able to multi task.
- Detail oriented.
- Strong oral and written skills.
- Work proficiently, independently and in team environment.

#### Requirements

- Bachelor's degree in Business/Finance.
- Excellent computer skills, MS Office.

### Hiring organization

SC Staffing & Consulting

### Employment Type

Full time

### Job Location

Whitehall, Pennsylvania

### Date posted

January 18, 2020