



JOB DESCRIPTION

Job Title: File Clerk
Facility: Brooklyn Park
Department: Accounting
Reports to: Finance Manager

SUMMARY

To assist in organization of job-related documents.

ESSENTIAL DUTIES AND RESPONSIBILITIES include but are not limited to the following. Other duties may be assigned as needed.

- Sort job tickets numerically, paying close attention to duplicates and filing those together.
- Transporting tickets between buildings and purging tickets after predetermined amount of time.
- Understand your role in the companies' Quality Management System regarding ISO.

QUALIFICATIONS

- High school diploma or equivalent.
- Ability to lift and/or move 45-50lbs.
- Highly organized.
- Excellent written and oral communication skills.

PHYSICAL REQUIREMENTS

- Constant strong communication, sitting, and working on a computer.
- Frequent walking & standing.
- Occasional lifting 20+lbs, pulling, pushing, bending, reaching, kneeling, stooping, climbing stairs.

Occasional: Occupation requires this activity up to 33% of the time (0 - 2.5 hrs./day of 8-hour day)

Frequent: Occupation requires this activity from 33%-66% of the time (2.5 - 5.5+ hrs./day of hour 8-hour day)

Constant: Occupation requires this activity more than 66% of the time (5.5+ hrs./day of 8-hour day)