

JB
GLASS Job Title: Office Clerk
Location: Waukegan, IL
Type: Part Time - Hourly

JB Glass is looking for a dependable Office Clerk to perform various administrative and clerical tasks to support our shop. This individual will perform a variety of activities in the shop's office, ranging from handling walk-in customers and pricing out their glass needs to answering the phones.

This person needs to have the ability to work thoroughly to help maintain smooth office and shop operations. You must be reliable and hardworking with good communication skills. The ideal candidate will also be familiar with office equipment and procedures.

Job Duties:

- Responsible for opening and closing shop
- Answer the phone, take messages and redirect calls
- File paperwork into appropriate bins
- Sort and distribute incoming mail and prepare outgoing mail (envelopes, packages, etc.)
- Monitor stocks of office supplies and report when there are shortages
- Calculate and provide customers with accurate pricing
- Collect necessary payment from customers
- Call customers when orders are ready for pickup
- Keep the office, shop and outside area clean
- Dedicated and motivated individual with excellent organizational and time management skills
- Assist on occasion shop glazier with carrying glass
- Perform other duties as assigned

Requirements:

- English speaking required & Spanish is a plus
- Arrive on time
- Read tape measure
- Demonstrate successful use of math skills