

## Job Posting

|  |   |
|--|---|
| <b>Position Title</b>                                      | Office Clerk  |
| <b>Company/Organization</b>                                | Coldwell Banker Exclusive Realty And Management   |
| <b>Company/Organization Address</b>                        | 117 W Main St<br>Rangely, CO 81648  |
| <b>Date position is available.</b>                         | 11/9/2021   |
|  | Postilion will remain open until filled.  |
| <b>Is this a volunteer opportunity or a paid position?</b> | Paid Position   |
| <b>Salary/Wage Range</b>                                   | \$20 per hour   |
| <b>Position Overview</b>                                   | <p>Busy real estate company needs an office clerk.</p> <p>Detail oriented, reliable, motivated individual who is willing to learn all office functions from the ground up.</p> <p>Fast-paced work environment.</p> <p>Entry level position.<br/>Routine filing of folders.<br/>Printing of emails, documents &amp; drawings.<br/>Shipping &amp; receiving, boxing items, writing transmittals, printing labels for UPS &amp; Fedex packages.<br/>Ordering supplies.<br/>Other clerical duties as assigned.</p> <p>To apply:<br/>Email resume.</p> |
| <b>Responsibilities and Qualifications</b>                 | <p>Must have reliable transportation.<br/>Must be legally able to work in the United States.<br/>Knowledge of Quick Books is a plus, but NOT a requirement.</p>   |
| <b>How to Apply:</b>                                       | Email resume  |
| <b>Position Posting Contact Information</b>                |   |
| <b>Posting Contact Name</b>                                | Timothy Baker   |
| <b>Posting Contact Phone</b>                               | (970) 675-2291  |
| <b>Posting Contact Email</b>                               | timbaker@coldwellbankerexclusiverealtyandmanagement.com   |