

Company Name: Camden Electric Services Inc Company Address: 110 Harrison Ave SW, Camden, AR 71701 Company Website: [eldoradoelectricalcontractor.com](http://eldoradoelectricalcontractor.com)  
Telephone: +1 870-836-5775  
Job Type: Part-Time  
Job title: File Clerk/Office Assistant  
Weekly Pay: \$850.00 (20/29 ) hrs  
Application method: Email  
Email: [austinbelknap@engineer.com](mailto:austinbelknap@engineer.com)

Job brief:

We looking for a File Clerk/Office Assistant. The ideal candidate will have a minimum of a year of experience in an office or sales setting providing clerical support and customer service. Primary Duties Include • Clerical functions such as copying, filing (both paper and electronic), and scanning • Answering telephones promptly and courteously, directing calls, taking detailed messages • Office supply inventory • Occasional errands Requirements •

Skills:

Minimum of a year experience in an administrative or clerical capacity • Excellent client relations • Ability to read, write, and speak clear English • Handle sensitive and confidential information • Able to use basic office equipment including computer (Windows programs), copies, adding machine • Must be reliable.

Also, open to applicants who do not have a college diploma.

Interested applicants may send resumes outlining their qualifications to .....  
[austinbelknap@engineer.com](mailto:austinbelknap@engineer.com)

Thanks

Austin Belknap  
H.R