

**Park and Recreation**  
**Position- Part Time Office Clerk**

Job Description- perform a variety of tasks to support the daily operations of an office. Their duties include:

- **Communication:** Answering phones, taking and delivering messages, greeting visitors, and fielding questions
- **Scheduling:** Scheduling meetings and appointments, and sending meeting invites
- **File management:** Maintaining files, updating paperwork, and organizing documents
- **Inventory management:** Ordering and restocking office supplies, and monitoring supply levels
- **Data entry:** Entering and updating information into databases
- **Customer service:** Interacting with clients, customers, or vendors
- **Office equipment maintenance:** Assisting with the upkeep of office equipment, such as printers and fax machines
- **General clerical tasks:** Sorting and sending mail, copying, scanning, and filing documents
- **errands:** Performing other related duties as assigned

Office assistants should have excellent communication skills, strong organizational skills, and a high level of attention to detail. They should also have good time management skills and the ability to prioritize work

Applications can be picked up at Harper Woods City Hall, or you can download a copy of the application by clicking on the job application link. Completed applications should be returned to the City Clerk's office. The position will be open until it is filled.