DOCKET CONTROL CLERK / RECEPTIONIST

Posting ID: EM18313449
Company: Taney Engineering
Position Type: Part-Time
College Major(s): Civil Engineering (CEE), Construction Management (CEM)
College Level(s): Undergraduate-Freshman, Undergraduate-Sophomore, Undergraduate-Junior, Undergraduate-Senior

Company Website: http://www.taneycorp.com/
Work Location: Las Vegas, NV
Salary: DOE

OVERVIEW

We are seeking a motivated document control clerk to support and assist all departments with scanning large and small documents; renaming files; electronically filing and distribution of documents as necessary. This position prepares, compiles, and binds project reports for agency submittals. This position is also responsible for keeping equipment clean and replenishing toner and paper as necessary.

Additional responsibilities of this position include backup receptionist’s duties.

The successful candidate brings a positive and professional demeanor with keen organizational skills to every aspect of their professional life, and possesses an ability to deal with large volumes of documents with speed and accuracy while maintaining a great can-do attitude.

Roles and Responsibilities

- Scan large and small size documents, process orders requested by staff to make copies of large and small size documents, fold or roll plans, maps and documents as requested, prepare studies by scanning, making copies and binding for an agency submittal, burn documents, maps, plans to CD’s.
- Maintain production daily log of every order received.
- Name and save files according to procedures.
- Light maintenance of equipment, replenish paper and toner, and order supplies as needed.
- Perform clerical typing duties to generate documents as necessary.
- Maintain a professional, customer focused approach to completing assignments and supporting staff from every level within the organization.
- Demonstrates high levels of safety awareness and notifies supervisor of potential hazards.
- Answer phones, transfer calls, page employee over intercom, greet and assist guests.
Education and Qualifications
*Required:* High school diploma or general education equivalent (GED)
*Preferred:* Associates degree in business or related field.

**Experience:** 2-4 years of job related experience. Proficient in desktop applications; such as MS office and adobe acrobat, including the ability to learn new IT systems.

**Physical Demands**
While performing the duties of this job, the employee is regularly required to talk and hear. The employee frequently is required to stand, walk, use hands to finger, handle or feel; and reach with hands and arms, bend and stoop at the knees. The employee will frequently carry objects that frequently weight 10 pounds and as much at 40 pounds. Position requires repetitive motion.

**Working Conditions:**
This position works in a climate controlled, fast paced engineering office environment.

**Work Hours**
This is a part-time position.
Days and hours of work are **Monday through Thursday, 7:30 a.m. to 3:00 p.m.**

**How to Apply**
If you are interested in this opportunity, please forward your resume and letter of interest to **Jodym@taneycorp.com**.

Taney Engineering is an equal opportunity employer.