

Transit Management of Ada County is looking to add a Part-Time Administrative Clerk to our team. This position would work Monday-Friday 8 a.m-12:00 p.m. The ideal candidate will be task-oriented, organized, with strong multi-tasking skills and excellent customer service.

**Major Responsibilities:**

- Assist in the processing of payroll and records maintenance
- Responsible for cash room and receivables
- Maintain maintenance parts inventory—includes data entry
- Data entry
- Filing
- Perform other related duties as assigned

**Minimum Education and Certifications Required:**

- High School diploma or equivalent
- Two years of experience preferred
- Must successfully pass drug and/or alcohol test and background check.

**Experience and Skills Required:**

- Two years of administrative/clerical experience including payroll, receivables, and payables preferred.
- Office, data entry, or administrative experience
- Strong Computer Skills with an emphasis in Microsoft Word & Microsoft Excel
- Excellent communication skills—written and oral.
- Excellent customer service skills
- Ability to work under time constraints and deadlines
- Problem-solving and analytical abilities
- Excellent interpersonal skills
- Demonstrated ability to communicate clearly
- Ability to follow written and oral instructions with minimal supervision
- Ability to establish and maintain effective working relationships with co-workers

**Physical Requirements and Working Conditions:**

- Use of full ranges of hearing, speech, and vision
- Use of fingers (manual dexterity) handling paperwork
- Must be able to move about the office and between floors; utilize standard office equipment; access filing system/cabinets, and communicate effectively and efficiently in person or by telephone. Must be able to sit and/or stand for extended periods,

Job Type: Part-time

Salary: \$12.00 to \$14.00 /hour