



Position: Office Clerk

**411 Pendleton Way, Suite B
Oakland, CA 94621
510.577.7700**

Description of Position

Under the direction of the Management, the Specialist Laborer will assist in the day-to-day operations and special needs of the assigned Management Team member, perform a wide variety of specialized and responsible duties to support in the continued strategic growth of our organization.

Minimum Qualifications

- Working knowledge of computers, Microsoft Word, Excel, and Outlook
- Background check, California DMV record, and a valid California Drivers License
- Oakland Resident Preferred

Representative Duties

- Handling of mail and scanning
- Shipping & Receiving
- Update and maintain inventory logs
- Cleaning
- Deliveries
- Stocking & Inventory Control
- Other duties as assigned in Job Summary

Compensation

Commensurate with the experience of the candidate.

Application Procedures

Please e-mail your resume and salary history to careers@rayselectric.net

Note: Resumes without salary history will not be considered. Employment Applications are available at the front desk