



Job Title: Administrative Clerk

Min/Max: MIN - \$15.81

Department: Maintenance Management

Section: CONST Bronx Const Inspection

Location: 283 Nostrand Avenue

Job Requirements:

The selected candidate must possess excellent clerical and organizational skills including computer skills and competency in the Microsoft Word. In addition, working knowledge of other computer applications. The candidate will also be required to interpret basic information provided on drawings issued from various engineering organizations. Strong interpersonal and telephone skills are required for frequent interaction with internal and external customers. Must have the ability to handle multiple tasks and changing priorities as required. Duties include, but are not limited to, logging and tracking information on various computer applications, preparing customer work packages, ordering street opening permits from the DOT (Department of Transportation), preparing various status reports.

Physical Requirements:

The selected candidate must be able to sit at a stationary post for long periods of time. The candidate must be able to travel to various work locations, as needed. Due to job requirements, the candidate must have excellent manual dexterity and will require excessive use of hands. The selected candidate must be able to push/lift up to 20 lbs. (boxes of paper, etc) as well as stoop, bend, reach and kneel in order to file.



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