

WEHCO MEDIA, INC.

Job Title:	OFFICE CLERK	Job Category:	CLERICAL
Department/Group:	ACCOUNTING	Job Code/ Req#:	TBD
Location:	LITTLE ROCK, AR	Travel Required:	NO
Level/Salary Range:	\$10 - \$12 @ HOUR	Position Type:	FULL-TIME
HR Contact:	JANET WILSON	Date posted:	December 15, 2017
Will Train Applicant(s):	YES	Posting Expires:	January 15, 2017
External posting URL:	http://www.arkansasonline.com/ and http://www.wehco.com and https://jobs.wehco.com/application/cable/		
Internal posting URL:	n/a		
Applications Accepted By:			
FAX OR E-MAIL: (501)378-3422 or gmasters@wehco.com Subject Line: Attention: Office Clerk position		MAIL: Gail Masters WEHCO Media, Inc. P.O. Box 2221 Little Rock, AR 72203	
Job Description			
<p>ROLE AND RESPONSIBILITIES</p> <p>Clerical position in a multi-company environment. M-F 8am to 5pm, benefits are available. Individual will be responsible for scanning and filing, disbursement of mail, daily deposits and supplies. Other duties as assigned. The individual needs to be energetic; detail oriented and willing to learn new things. Position requires a person that has the ability to work well with others in a multi-tasking environment. General office experience and MS Excel a plus. Position is located in downtown Little Rock with a well-established company.</p> <ul style="list-style-type: none"> • Scanning and filing of AP • Disbursement of departmental mail • Generation of daily deposits (both electronic and manual) • Ordering and maintaining inventory of departmental supplies. • Newspaper system balancing (MS Excel) • Other duties as assigned <p>QUALIFICATIONS AND EDUCATION REQUIREMENTS</p> <p>High school diploma or GED</p> <p>PREFERRED SKILLS</p> <p>General office experience. Experience with MS Excel and Outlook a plus. Detail and multi-task oriented. Ability to interact and work well with others.</p> <p>ADDITIONAL NOTES</p> <p>WEHCO MEDIA, INC. IS AN EQUAL OPPORTUNITY EMPLOYER. WEHCO MEDIA, INC. DOES NOT DISCRIMINATE BASED ON RACE, COLOR, RELIGION, NATIONAL ORIGIN, AGE OR GENDER. APPLICANTS MAY NOTIFY THE EEOC, FCC OR OTHER APPROPRIATE AGENCY IF THEY FEEL THEY BEEN</p>			

WEHCO MEDIA, INC.

DISCRIMINATED AGAINST.			
Reviewed By:	Gail P Masters	Date:	December 15, 2017
Approved By:	Charlie VanDeventer	Date:	December 15, 2017
Last Updated By:	Click here to enter text.	Date/Time:	Click here to enter text.