

TRIPLE “S” INDUSTRIAL CORPORATION

JOB TITLE: Clerk

JOB DESCRIPTION: Performs a variety of clerical duties requiring limited knowledge of systems or procedures.

JOB DUTIES: Writes, types, or enters information into computer, using keyboard, to prepare correspondence, bills, statements, receipts, checks, or other documents, copying information from one record to another. Proofreads records or forms. Counts, weighs, or measures material. Sorts and files records, addresses envelopes or packages by hand or with typewriter or addressograph machine. Stuffs envelopes by hand or with envelope stuffing machine. Answers telephone, conveys messages, and runs errands. Stamps, sorts, and distributes mail. Stamps or numbers forms by hand or machine. Photocopies documents, using photocopier.

EXPERIENCE REQUIREMENTS: A minimum of one to five years’ experience as a clerk/administrative assistant, preferably in the petrochemical / refinery industrial construction industry.

SPECIAL QUALIFICATIONS: Must be capable of working from written or verbal instructions given by project management and client. Must display a working knowledge of Microsoft Office, including Excel, Word, Outlook and Access. Must be capable of working in a teamwork-oriented environment.

NATURE OF WORK ENVIRONMENT: The job involves: Exposure to the Elements during access/egress to the job site and evacuations. Site offices are primarily in industrial atmospheres. Standard Personal Protective Equipment (Hard Hat, Safety Glasses, Protective clothing) as required by host client must be worn in designated areas. Exposure to pollutants, or allergens which can adversely affect the skin and/ or the respiratory system such as gases, smoke odors, mist, fumes, dust, chemical’s, oils, or solvents. The job involves continuous work that cannot be easily or economically interrupted for breaks except at regularly scheduled intervals or at the completion of an assignment.

PHYSICAL REQUIREMENTS: Medium to low physical ability required, Clerk must be able to Perform General Physical Activities that include but not limited to activities that require moving one's whole body, such as in climbing stairs, stools, and ladders, lifting items up to 30lbs., balancing, walking, stooping, where the activities often also require considerable use of the arms and legs, such as in the physical handling of materials.

EMPLOYEE RESPONSIBILITIES: Employees signature below affirms that the employee understands, agrees to, and will abide with, the following terms:

1. Employee is qualified and willing to perform duties as outlined in the sections titled “Job Description,” “Special Qualifications,” “Nature of Work Environment,” “Physical Requirements,” “Employee Furnished Tools,” “Employee Responsibilities,” and elsewhere.
2. Employee agrees to perform all work and conduct him/herself in accordance with all Triple “S” Industrial Corporation, client, and governmental safety guidelines, and work policies.
3. In accordance with the “Worker Readjustment Act”, the employee acknowledges that he/she is being hired for a temporary construction job. The employee also acknowledges that his/her employment may be terminated at any phase of this project, with or without cause, solely at the discretion of Triple “S” Industrial Corporation or its assigned representative(s).
4. Failure to disclose any condition that would prevent the employee from performing his/her assigned duties is grounds for immediate termination of the hire-in process or employment.
5. I understand and can perform this job with or without reasonable accommodation.