

POSITION	Facilities Help Desk Clerk
LOCATION	Fairfield Township Campus
GENERAL DESCRIPTION	The Facilities Help Desk Clerk will perform receiving duties, maintain district equipment and materials, maintain accurate inventory records, schedule facility usage, and organize and file appropriate information by creating reports using word processing, databases and spreadsheets. The Facilities Help Desk Clerk will also provide clerical support to Property Services and Transportation as needed.
QUALIFICATIONS	<ul style="list-style-type: none">• Minimum of high school diploma required;• Minimum of three years of secretarial experience;• Proficient in Microsoft Office Suite or similar software with the ability to learn new/updated systems;• Excellent typing/keyboarding skills;• Pleasant, enthusiastic personality for face-to-face and telephone-based customer service;• Service minded, congenial, and courteous demeanor;• Excellent communication skills (electronic, telephone, oral and written);• Willingness and ability to work as a team member;• Excellent problem-solving skills, critical thinking, organizational, and prioritization skills;• Valid drivers' license, reliable transportation, and vehicle insurance;• History of strong work record, including good job attendance; and• Documented evidence of acceptable criminal record as required by Ohio law and Board Policy.
START DATE	As Soon As Possible
STARTING SALARY	\$37,357 – 43,098 based on experience
BENEFITS	Includes medical, dental, vision, and life insurance; tuition reimbursement; paid holidays and vacation time
WORK YEAR	260 days (12-month calendar); 8 hours/day
DEADLINE	Internal: Wednesday, November 30, 2022 External: Until Filled
APPLY TO	Butler Tech Careers