Smart Kids, Inc.

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 10401 International Plaza Dr., #243

St. Ann, MO 63074

***CLERICAL CLERK***

**Availability:** This position is part time and here are the available slots:

Monday, Wednesday, and Friday: 9:00 AM – 12:00 PM.

Monday, Wednesday, and Friday: 1:00 PM – 5:00 PM

Tuesday, Thursday: 9:00 AM – 12:00 PM

Tuesday, Thursday: 1:00 PM – 5:00 PM

**Job Purpose:**

To assist with the day to day operations for Smart Kids, Inc.

**Responsibilities:**

The Clerical Clerk performs a wide range of duties including some or all of the following:

* Types, utilizing a computer keyboard and word processing software, and edits a variety of documents, creates spreadsheets, and word documents for multiple files.
* Answering the phone and making phone calls
* Assisting in various projects
* Printing, collecting, and filing documents
* Stuffing and addressing envelopes
* Assisting with grants and fundraiser clerical side of events

To apply for this position, please download an application via the web at [www.smartkidsinc.org](http://www.smartkidsinc.org). You may also print and send in your application to the address above.

I invite you to visit our website: [www.smartkidsinc.org](http://www.smartkidsinc.org) and our other social media pages: [www.facebook.com/smartkidsinc](http://www.facebook.com/smartkidsinc), [www.twitter.com/smartkidsinc](http://www.twitter.com/smartkidsinc), & [www.instagram.com/smartkidsinc](http://www.instagram.com/smartkidsinc) to learn more about our organization.

Sincerely,

Smart Kids, Inc. Volunteer Committee

**P: (314) 884-1486** [**www.smartkikdsinc.org**](http://www.smartkikdsinc.org)