



Smart Kids, Inc.

11520 St. Charles Rock Road, Suite 102
Bridgeton, MO 63044
P: 314-884-1486
F: 314-455-3746

<https://www.smartkidsinc.org>

CLERICAL CLERK

Availability: PART-TIME

Monday, Wednesday, and Friday: 9:00 AM – 1:00 PM

Job Purpose:

Assist in the Clerical Department with the day to day operations.

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
- Will handle all forms of communications when it comes to school & student information data, and events.
- Answering the phone and making phone calls, answering questions about programs and summer camps. Accepting applications and contacting parents/guardians of applications
- Assisting in various projects/events
- Printing, collecting, and filing documents
- Stuffing and addressing envelopes
- Assisting with grants and fundraiser (clerical side) of events
- Scheduling interviews and data entry

Salary: \$12 per hour

To apply for this position, please see the attachment with this email or visit www.smartkidsinc.org/employment. You may **can scan and email your applications to info@smartkidsinc.org** or send your information to Smart Kids, Inc. Administration Office at 11520 St. Charles Rock Road, Suite 102, Bridgeton, MO 63044.

Our students are our most important resources. We share a common goal— educating children to become active, productive, and happy contributing community members. Many children need individualized attention and you have had varied experiences that can help our children achieve. YOU can help many of our children in school. We need volunteers to help the teacher in ways that will allow her/him to provide more personal assistance to our children.