**RnK Associates, Inc.**

Job Description

**Job Title: File Clerk
Department: Billing
Shift: Part-Time
Rate: $10.50/hr**

**Responsibilities**

* Scan reports and requisitions into electronic filing system
* Verify documents and files are stored and labeled correctly
* Help maintain the document database
* Assist with pulling and locating files
* Perform shredding of purged documents
* Assist with various tasks involving filing, scanning and organization of documentation
* Other duties as assigned

**Requirements**

* Strong work ethic, well organized and a self-starter
* Ability to interact with employees in a professional manner
* Ability to communicate effectively verbally and in writing
* Ability to work independently and with a team
* Strong computer and applications skills

**To apply, please email your resume to:** **jobs@ypmg.com**

**Deadline to apply: ASAP!**