



FORDHAM UNIVERSITY

THE JESUIT UNIVERSITY OF NEW YORK

Position: H00070

Date: 9.23.19

PART-TIME POSITION ANNOUNCEMENT

TITLE OF POSITION/RANK: Clerical Non-Union
(Part-Time/Non-Benefited; 19 hours per week)

DEPARTMENT: Strategic Sourcing, University Procurement

RESPONSIBILITIES:

- Heavy word processing and data entry. Banner knowledge a plus, but not necessary (training will be provided).
- Communicate with vendors, employees, and other individuals to answer questions, disseminate or explain information, and address complaints.
- Answers calls using professional phone etiquette, pays attention to detail. Direct calls and takes messages for appropriate personnel.
- Compile, scan, copy, sort, and file records of office activities, business transactions, and other activities.
- Complete, scan index and email purchase orders and other correspondence.
- Work directly with Accounts Payable regarding invoices and/or checks.
- Operate office machines, such as photocopiers and scanners, facsimile machines, voice mail systems and personal computers.
- Review and proofread invoices data and other information.
- Maintain and update scanning and filing.
- Ability to adhere to departmental deadlines and/or timeframes.
- Opening, sorting and routing incoming mail and prepare outgoing mail.
- Prepare and complete various Purchasing forms for departmental use.
- Back up Procurement Operations Associate.
- Performs other duties as assigned by Procurement Operations Manager.

QUALIFICATIONS:

- High School Diploma required
- Experience working in a professional busy office environment
- Experience working knowledge of current office software such as Microsoft Word and Excel; computer skills such as data entry and word processing
- Ability to prioritize and organize multiple duties and responsibilities
- Strong interpersonal and communication skills and the ability to interact comfortably and respectfully with all individuals in a diverse multicultural environment

SALARY: Hourly Rate
Commensurate with experience.

FLSA CATEGORY: Non-exempt

START DATE: ASAP

SEND LETTER AND RESUME TO: hr@fordam.edu

*Fordham University is committed to excellence through diversity and welcomes candidates of all backgrounds.
Fordham is an Equal Opportunity Employer –Veterans/Disabled and other protected categories*