



## IMMEDIATE JOB OPENINGS

**Position: Intermediate Clerk**

**Pay Rate: \$18,720/year      Location: Various**

### **Duties/Description:**

Performs specialized clerical work. Checks documents for completeness, accuracy and compliance with legal and other requirements. Acts as special receptionist or counter clerk.

**Minimum Qualifications** – Six months office clerical experience, computer literate (familiar with MS Office Software), typing 30 wpm.

**OTHER REQUIREMENTS:** Candidates must download job application and employment verification forms from HPC website ([www.hpcemployment.org](http://www.hpcemployment.org)), fill out completely and fax @ 310-756-1562 with resumes to be considered for the position.

Candidate will be subject to criminal background checks and/or drug testing

**EMAIL RESUMES:** [cbrimmer@hpcemployment.org](mailto:cbrimmer@hpcemployment.org) /ASK FOR CHANELLE.

**Call for more info @ (310) 756-1560**