

Shasta-Sustainable Resource Management, Inc.

Job title: OFFICE CLERK

revised 12/15//25

Work Location: 20811 Industry Road, Anderson, CA 96007

Department: Administration

☐ Full-time
☒ Part-time
☒ Temporary

☐ Exempt
☒ Nonexempt

Essential Functions:

This employee assists with clerical and administrative functions. The essential duties and responsibilities outlined here are representative of those that must be met by the employee to successfully perform this position, however, are not all inclusive.

- Greet visitors and answer phones.
- Process and distribute incoming/outgoing mail.
- Organize, scan, and file company documents.
- Order and maintain office inventory.
- Coordinate lunches and events.
- Assist with check processing.
- Perform related duties as assigned by the Controller.
- Maintain compliance with all company policies and procedures.

Education and/or Experience:

- High school diploma or GED required
- Collaborative team player who builds positive working relationships and contributes to a supportive work environment.
- Works independently within established procedures and maintains clear communication.
- Strong attention to detail and accountability for work quality; takes ownership of reviewing and verifying accuracy before submission.
- Consistently meets deadlines with a positive, solution-oriented attitude and a commitment to outstanding customer service.
- Proficient in Microsoft Office Suite, including Word, Excel, and Outlook, with the ability to learn new systems quickly and effectively.

Physical Demand:

- Maintain clean work area
- Lift, push, pull 5-20 lbs.
- Kneel, bend, stoop, climb, twist, crouch, reach
- Grip, squeeze, grasp with hands
- Ability to type on a keyboard or ten key calculator for long periods of time
- Full range of motion of limbs and neck
- Ability to sit duration of shift
- Occasional walking and standing
- Ability to go up and down stairs
- Work in both hot and cold weather environments