



SAFETY • COMFORT • DIGNITY

**November 2019**

**Position: OFFICE CLERK/INTERN**

**Classification** Nonexempt **Salary Grade** \$13/hr

The PostureWorks is a national company founded by two Wellesley entrepreneurs. Established in 2003, the company manufactures and sells therapist-inspired wheelchair seating systems to improve the lives of people who spend their waking hours in a wheelchair. The company headquarters are located in Wellesley, MA.

### **JOB DESCRIPTION**

The file clerk is responsible for supporting the Administrative Assistant and other office staff in the maintenance and organization of corporate files, processing orders, and answering incoming calls.

### **Essential Functions**

1. File incoming material: invoices, accounts payable, insurance claims
2. Investigate claim information; collect any missing data
3. Support invoice processing

### **Competencies**

1. Must be extremely detail oriented
2. General computer skills
3. Flexibility and ability to work in a fast-paced environment
4. Professional communication skills and phone manner

### **Work Environment**

This job operates in a professional office environment. This role routinely uses standard office equipment such as computers, phones, photocopiers, filing cabinets and fax machines.

### **Physical Demands**

Requires the ability to lift files, open filing cabinets and bend or stand as necessary. Occasional lifting and re-shelving product inventory (no more than 6lbs) is required.

### **Position Type and Expected Hours of Work**

This is a flexible, part-time position. Days and hours of work flexible. Ideally 2-4 hours/week more if needed during business of end of month.

**Travel** No travel is expected for this position. Transportation to Wellesley office is required.

**Required Education and Experience** High school student in good standing

### **Supervisory Responsibility**

This position has no supervisory responsibilities.

### **Reports to**

Anastasia Schmidt

### **Other Duties**

*Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice.*

**Note:** All employees, contractors and interns must follow all HIPAA laws. HIPAA is an acronym that stands for the **Health Insurance Portability and Accountability** Act, a US law designed to provide privacy standards to protect patients' medical records and other health information provided to health plans, doctors, hospitals and other health care providers. The PostureWorks provides paid training to adhere to HIPAA laws.

Send cover letter and resume and/or qualifications to [jobs@thepostureworks.com](mailto:jobs@thepostureworks.com) to apply for position.

