Ferro Labella & Zucker, LLC

Title: Full-Time Office Clerk

Location: 27 Warren Street, Suite 201, Hackensack, NJ

Job Type: Seasonal (Summer)

Compensation Type: Hourly

Start Date: ASAP  End Date: 8/31/2016

Job Description:

Busy Hackensack law firm seeks an office clerk. Candidate must be reliable, mature, detail-oriented, resourceful, and have a “can do” attitude. Duties include, but not limited to, HIGH VOLUME document scanning and copying, running local errands & deliveries, data entry, light word processing, answering phones, filing, mail drop-off and other office responsibilities as assigned.

Qualifications:

- Driver’s license required
- Must be able to handle moderate but frequent lifting

Application Instructions:

Email your resume to: berenlaw1@gmail.com.