

DOUGHERTY WEALTH ADVISERS LLC

Part-Time File Clerk – Dougherty Wealth Advisers LLC

Dougherty Wealth Advisers LLC is searching for an organized File Clerk to do file management and maintenance. You will organize paperwork according to an efficient filing system and digitize documents. This is a part-time position working 10 hours per week during regular business hours of 8:30 – 5:00, Monday – Friday.

Essential responsibilities include:

- File records away in alphabetical or numerical order
- Use scanners to convert forms, receipts, and reports into electronic format
- Create or update records with new files and information
- Follow policies and confidentiality dictations to safeguard data and information
- Other duties as assigned

Qualifications Required:

- Knowledge of MS Office and office equipment such as photocopier, scanner etc.
- Good command of English both oral and written
- Dependable with a respect to confidentiality and policies
- Excellent organizational skills
- Great attention to detail
- High school degree or equivalent

Qualified candidates should submit their resume to careers@doughertymarkets.com for consideration.

Equal Opportunity Employer Minorities/Women/Veterans/Disabled