



CUYAHOGA VALLEY  
CAREER CENTER

## Cuyahoga Valley Career Center

### Job Posting #1995

**Job Posting Date:** 3/26/2019

**Employer Information:** Action Door  
**Contact:** Mrs. Diane Jelinek  
201 East Granger Rd.  
Brooklyn Hts, Ohio 44131  
**Phone:** 216-739-3667 **Ext:**  
**E-mail:** diane@action-door.com

**Main Business:** Sales, service and installation of overhead doors, residential and commercial

**Job Title:** Administrative Support Clerk

**Full/Part-time:** Full-Time **Job Hours:** Mon - Fri 8-5

**Job Duties:**

- Answer phones in a timely manner and direct calls to the correct department
- Receive, sort and distribute daily mail
- Greet visitors
- Data Entry
- Scanning documents into our computer system
- Basic clerical duties such as filing, faxing , photocopying and other duties as assigned
- Maintain confidentiality

**Compensation:** \_\_\_\_\_

**Special Notes / Additional Information:**

- High School diploma or equivalent
- Valid and clean drivers license
- We are a drug free workplace and an Equal Opportunity Employer

**How to Contact:** E-mail resume

**PLEASE APPLY DIRECTLY THROUGH EMPLOYER FOR THIS POSITION**

**Seeking:**  
Adult /Job Seeker

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