



BOYS & GIRLS CLUBS OF SOUTH CENTRAL TEXAS

KYLE | LULING | NEW BRAUNFELS | SAN MARCOS | SEGUIN

Position: Business Office Support Clerk

The Business Office Support Clerk supports, maintains, and facilitates the daily work in the area of the Business Operations for the administrative team. The BOSC maintains office organization for the support of the administrative staff. The BOSC identifies and helps to increase the office efficiency. The BOSC facilitates with internal areas and external agencies to ensure that deadlines are met.

Duties and Responsibilities:

- Managing Filing Systems;
- Performing general office clerk duties and errands;
- Updating paperwork, maintaining documents and word processing;
- Must be able to facilitate projects accurately and efficiently;
- Must be able to do basic information research to support the business operations and compliance area;
- Create requisitions and verify supporting documentation;
- Performs related duties as assigned by Manager.

Qualifications:

- Office organization skills are a must;
- Office written and verbal communications skills;
- Computer skills are a must, with experience in Microsoft Word, Google suite, and other online data systems;
- Must be able to lift up to 25 lbs.

Requirements:

- High school diploma;
- A minimum of one (1) year of office administration work;
- Must be able to become bonded;
- Must be able to pass a background and fingerprints check;
- Must have a valid driver's license and be able to drive as needed.

[Our Mission](#)

To enable all young people, especially those who need us most, to reach their full potential as productive, caring, responsible citizens.

Job Details:

Days: Monday – Friday | Assigned Saturdays for Special Events and Fundraisers

Hours: 8:00 AM – 5:00 PM

Salary: \$12.00 per hour

Location: 400 Uhland Rd. San Marcos, TX 78666

Only applications and resumes that are submitted online at our website www.bgcscf.org will be considered. **Applications will be accepted until position has been filled.**

Non-discrimination Policy: The Boys & Girls Clubs of South Central Texas does not discriminate against anyone for any reason or because of any belief. The Center serves as a unifying force within the community and will accept any one regardless of race, sexual orientation, gender, national origin or ethnicity.

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