



2858 US Hwy 70 W  
Black Mountain, NC 28711-9111  
Tel. (828-350-5300)  
Fax (828-686-4556)

## **Department: Drafting & Configuration**

### **Job Title: Senior Clerk**

#### **Responsibilities:**

- Under minimal supervision, maintains departmental files, data, documents and records
- Collects, sorts and distributes departmental mail
- Provides telephone support for the department
- Performs data entry in a P.C. and/or mainframe system
- Maintains historical log of all major transactions
- Monitors supplies and reports to supervisor when they are low
- Ships out and receives departmental material
- Uses various types of office equipment
- Performs any other tasks directed by Management to satisfy company objectives

#### **Qualifications:**

- High School Diploma or Equivalent
- 5 Years of related work experience

To explore employment opportunities, please send your resume and salary history / requirements to the following address or contact our Human Resources department at the number listed below.

#### **KEARFOTT CORPORATION – Motion Systems Division**

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