Administrative Clerk, Associate

Category: Administrative
Location/City: CA - San Francisco

Material and Contract Services, LLC - the industry leader in purchasing and supply chain solutions - has a career opportunity for an **Associate Administrative Clerk**. The length of the contract will be **up to two months**. Local candidates only. To apply email gmcmillon@macservices.us or apply online at http://www.macservices.us/corp/career-opportunities/

**Qualifications:**
MS Office skills (primarily Word and Outlook) - Attention to Detail Desired Qualifications - Experience using SAP - HIPAA training

**Responsibilities:**
Position Summary Support a project to clear the backlog of documents needing to be uploaded into an SAP document management system for industrial injuries. Tasks will include saving documents attached to email, researching incidents to determine which incident is associated with the document and uploading the document into SAP. Responsibilities - open email containing attached documents - research incident information to determine which incident the document goes with - upload documents in the SAP document management system - Follow all safety and work practices and requirements

**Term:** 1-2 months

**Hours:** 40 per week

**Salary:** $30 per hour