

# C-38726 Consumer Clerk A

**Description:**

**Pay group: 10**

**Location: N Syracuse**

**Supervisor: Robin Daloia**

**Unposting Date: 11/22/2022**

**Job Responsibilities:**

Under direct supervision in the Consumer Relations Department to do general clerical and typing functions and process routine incoming and outgoing data; communicate with customers or their representatives for scheduling and initiation of appointments for other department employees; order and maintain stock and materials, schedule conference rooms and office appliances and equipment, initiate phone contact following definitely prescribed Company procedures for the purpose of energy conservation and/or marketing; input and retrieve departmental data, type reports, memorandum and correspondence using the available office machines and maintain files and records in connection with these duties.

**Job Qualifications:**

- Ability to type with speed and accuracy;
- Capable of being trained in generally accepted office equipment and appliances;
- Ability to handle contacts with customers and other departments in connection with job duties.

**Only bids received on or before the above close date will be given consideration. Email bids to [RecruitingNY@nationalgrid.com](mailto:RecruitingNY@nationalgrid.com) or fax bids to (315) 401-7890.**

**Bidders seeking to be considered for posted positions have the responsibility to fully set forth their qualifications on the job vacancy bid form. Candidates will be considered based on their seniority and the information provided on, or attached to, the bid form. Candidates who choose to submit incomplete forms may be deemed unqualified or ineligible for the posted position.**

Requisition ID 38726 - Posted 11/16/2022 - (Beacon North Svc Ctr 5210) - New England Jurisdiction - United States - New York - Sales and Commercial