



VECRA is seeking a Full-Time File Clerks

VECRA, Inc. has a requirement for a File Clerks with 2+ Years' experience. The VECRA File Clerks Professional will join our New York operations to carry out the day-to-day tasks.

COMPANY DESCRIPTION

VECRA, Inc. is a service-disabled veteran-owned small business (SDVOSB), woman-owned small business (WOSB), minority business enterprise (MBE) consulting firm implementing proven methodologies that help our clients drive growth, transform businesses, and innovate breakthrough ideas. VECRA's extensive experience with innovative software applications, reporting systems, facilities and supply chain management, program management and staffing support services are always: **Vigilant * Efficient * Collaborative * Responsive * Accurate**

JOB SUMMARY

File correspondence, cards, invoices, receipts, and other records in alphabetical or numerical order or according to the filing system used. Locate and remove material from file when requested. Must be able to follow oral and written instructions.

ROLES and RESPONSIBILITIES

- Uploads digital files and data.
- Organizes and archives records and documents.
- Makes copies of paperwork and distributes as needed.
- Retrieves data and files for other departments and personnel.
- Uses alphabetical and numerical systems to organize paper and electronic records documents.
- Checks paperwork, digital forms, and files, updating or correcting documentation as needed.



- Updates filing systems and devises new filing and organizational and storage systems for data and documents as needed.
- Creates new files and provides needed information on forms and reports.
- Secures and protects the privacy of documents.
- Scans paper documents and verifies that scanned documents are clear and legible.
- Processes requests for files and data.
- Records when and what documents have been borrowed and returned.
- Monitors filing materials and office supplies and works with vendors to secure needed supplies, or reports when new purchases need to be made to purchasing officer.
- Discards documents when required in accordance with official procedures.
- Looks for ways to improve filing systems and designs forms and templates for data entry.
- Works with warehouse personnel or outside storage vendors to assure safe archiving of documents.
- Checks and corrects documentation and placement of previously filed documents.

QUALIFICATIONS and REQUIRED SKILLS:

- Good time management skills.
- Familiarity or prior experience with government contracting.
- Proficient in Microsoft Office Suite, Internet navigation, SharePoint navigation and Windows.
- Good computer troubleshooting ability.
- Excellent communication skills both verbal and written.
- Works well independently and is a team player.
- Good planner and proficient in time management.
- Excellent multi-tasker and organizer in a fast-paced environment.

EDUCATION

- GED or High School Diploma plus experience may be substituted

OTHER



- **Shift:** First – Day
- **Work Hours:** 9:00am – 5:30pm
- **Schedule:** Monday – Friday
- **Onsite Location:** USA\ Various New York State locations
- **Req Type:** Full-Time

COVID-19 PRECAUTIONARY MEASURES

All employees (inc. volunteers, temps, consultants, and students with an in-office presence) are required to inform Human Resources of their vaccination status. If vaccinated, employees must submit proof of their vaccination status to Human Resources. OAG offices have returned to a “masks welcome” policy, based on changes in public health guidance. Employees will still be required to wear a mask if they have a recent COVID-19 exposure. Employees that work in OAG offices located on NYS hospital grounds or within space leased by a NYS hospital must continue to follow any mask policies at that location.

BENEFITS

We offer a competitive benefits package for full-time employees to include paid holidays, paid time off, medical and dental.

VECRA, Inc. is an equal opportunity and affirmative action employer. VECRA is committed to administering all employment and personnel actions on the basis of merit and free of discrimination based on race, color, religion, sex, sexual orientation, gender identity, national origin, protected veteran status, or disability.

VECRA maintains a drug-free workplace and performs pre-employment substance abuse testing and background checks, where permitted by law.

Email resumes to info@vecrainc.com with **Subject Line:** File Clerks