**Job Brief**

We are looking for a competent Office Clerk to execute various duties and administrative responsibilities. You will handle a variety of activities in the office and possibly outside the office from answering phones to assisting clients who would be interested in renting our apartments.

 An effective office clerk has the ability to work smoothly to help maintain office operations. You must be reliable and hardworking with communication skills.

**Requirements**

* High School Diploma
* Familiarity with Microsoft Office (Word, Excel, etc.)
* Communication Skills
* Ability to multi-task and organize

**Location**

* Inland Builders Corporation; 236 Adrian Sanchez Street Harmon, Guam 96913
* Contact Numbers: (671) 646-5606 / (671) 864-4266
* Email: hrd@guam.net

**We look forward to meeting you. ☺**