The New England Interstate Water Pollution Control Commission (NEIWPC) is seeking to fill the position of part-time Office Maintenance/Clerk. Will support Accounting Department staff in administrative functions of headquarters office, including photocopying and scanning documents, verifying quality of copies and scans, renaming scans, and organizing into appropriate folder. Provide additional office support, including filing, tracking expenses, data entry.

Will move office furniture, perform small repairs, and stock supplies. Will insure office vehicles are inspected and routine maintenance is performed.

EDUCATION: Minimum high school diploma. Some undergraduate coursework preferred.

QUALIFICATIONS: Ideal applicants will be well-organized, able to ask questions, and work independently.

- Ability to work 8-10 hours per week in Lowell, Massachusetts
- Proficient using Microsoft Office Suite
- Attention to detail
- Valid state driver’s license

SPECIAL KNOWLEDGE AND SKILLS:
- The work performed requires the exertion of moderate to very heavy physical effort. The work involves lifting and moving objects over 50 pounds, and in some cases, carrying 80 to 100 pounds (or more) with assistance.
- Applicant must be mechanically inclined and possess a wide array of facility maintenance and repair skills.
- Operate office machines, such as photocopiers and scanners, facsimile machines, voice mail systems and personal computers.
- A positive attitude is required to carry out duties.