



**WESTERN
RANCH
SUPPLY**

Clerical Position

Job Description

The Clerical Position at Western Ranch Supply will provide clerical and administrative support to ensure an efficient operation of the office. This position will help in office organization and communication among employees by managing calls, organizing office appointments, maintaining files, and communicating via email to customers and employees.

Key Areas of Responsibility

- » Answering, transferring, and making phone calls
- » Greet customers
- » Professionally various modes of communication
- » Organizing and scheduling appointments
- » Maintaining the WRS filing system
- » Sending emails
- » Photocopying and scanning
- » Other duties as needed

Skill Set Requirements:

- » Strong communication skills
- » Strong customer service skills.
- » Strong organizational skills
- » Strong attention to detail
- » Positive attitude and willingness to learn
- » Excel in fast-paced, evolving work environment
- » Familiar with standard retail processes

Physical Demands:

- » Close vision for PC work
- » Repetitive wrist movements on computer

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job.



View current WRS job opportunities at
<https://www.indeed.com/cmp/Western-Ranch-Supply!>



West End Billings
7305 Entryway Drive
Billings, MT 59101
(406) 252-6692

Downtown Billings
303 North 13th St.
Billings, MT 59101
(406) 252-6692

Great Falls
4000 River Dr. N
Great Falls, MT 59403
(406) 761-2160

The Shop
1615 6th Ave. N
Billings, MT 59101