



Burke Job Posting / Job Description

Position Title

Support Staff – D.B. – Financial Services – Lufkin, TX

Position Number

P #1689

General Description

The Support Staff position is responsible for providing administrative assistance and support to the Financial Services Departments of Burke. Duties include: data report generation, reviewing and acting on information provided in periodic reports, researching and resolving insurance claims payment status, processing routine invoices and returned provide telephone back-up, and do general filing and copy work as needed. Applicant must have strong computer and interpersonal/communication skills.

Education

Required: Graduation from an accredited high school or its equivalent

Preferred: College courses in areas relating to the above job duties

Experience

Required: Six (6) months of responsible secretarial or administrative support experience.

Working knowledge of a variety of computer software applications in word processing, spreadsheets, database and presentation software. (MSWord, Excel, Access, PowerPoint).

Licenses/Certifications

Required: Valid Texas driver's license

Physical Requirements

Required: Ability to use visual and motor skills in order to effectively operate a computer, typewriter, and other office equipment

Hours

Monday–Friday; 8:00 a.m. – 5:00 p.m.

Salary

\$22,000 - \$23,000 annually

Notice to All Prospective Burke Applicants

Burke does not discriminate on the basis of race; color; gender; sexual orientation; national origin; religion; age; mental, physical, or sensory disability, unless these are bonafide occupational requirements for a position.

Applications are now being accepted for the vacancies listed and will be accepted until these open positions are filled. Qualified applicants will be considered on a first-come, first-serve basis. All applicants for employment will be required to produce as a part of the application process, proof of employment authorization and positive proof of identification.

Acceptable proof of employment authorization includes:

- 1) United States Passport (with photograph)
- 2) Certificate of Naturalization
- 3) U.S. Birth Certificate
- 4) Resident Alien Card
- 5) Social Security Card
- 6) Driver's license with photograph
- 7) Other identification document with a photograph

Only applications submitted with a specific numbered position listed will be considered.

Physical requirements listed in positions will be discussed in detailed at time of interview.

Criminal convictions that would have relevance to the job being applied for may make you ineligible for employment in that position. The names of all prospective employees are cleared through the Texas Department of Public Safety to determine the existence of such records. Applicants for positions requiring driving must have driving records insurable by our insurance carrier. Driving records will also be checked through the Texas Department of Public Safety.