

**File Clerk**  
**(Part Time 3 days/week)**  
**Minneapolis Office**

Quayside Publishing Group is seeking a dependable and action-oriented File Clerk. This ambitious and meticulous individual will be responsible for organizing and maintaining a variety of documents and informational files for the company, always ensuring that proper procedures are followed to guarantee productivity & confidentiality of the business. Attention to detail & organizational skills are critical. Strong alphabetical and numeric filing skills are required.

**Submit resume & cover letter to [hr@quaysidepub.com](mailto:hr@quaysidepub.com)**