



Northeast Community Center for Behavioral Health

Roosevelt Boulevard & Adams Avenue • Philadelphia, Pennsylvania 19124 • (215) 831-2800 • www.neccbh.org

3/27/2025

POSITION AVAILABLE: CLERK/MESSENGER

Job Summary

We are seeking a reliable and organized Clerk/Messenger to join our team. The ideal candidate will handle various clerical tasks, ensure the smooth flow of documents, and deliver messages and parcels efficiently. This role requires attention to detail, time management skills, and the ability to work independently.

Key Responsibilities:

- **Clerical Duties:**
 - Perform general office tasks such as filing, photocopying, scanning, and maintaining records.
 - Handle incoming and outgoing correspondence, including mail.
 - Conduct bank deposits and withdrawals for accounting purposes.
- **Messenger Duties:**
 - Collect, sort, and deliver documents, packages, and messages within and outside the organization.
 - Ensure timely and secure delivery of materials to the correct recipients.
 - Coordinate with departments for urgent deliveries.
- **Other Duties:**
 - Support administrative staff as needed.
 - Uphold confidentiality and security of sensitive information.
 - Follow organizational procedures and safety protocols.
 - Perform general maintenance tasks.

Requirements:

- High school diploma or equivalent.
- Previous experience in a similar role is an advantage.
- Strong organizational and time management skills.
- Ability to work independently and handle multiple tasks.
- Valid driver's license (required for external deliveries).

Work Environment:

- Combination of office and on-the-go work.
- May require lifting and carrying light to medium loads.

Benefits:

- Competitive salary.
- Opportunities for growth and development.
- Supportive work environment.

Email résumé: Kanti.solanki@neccbh.org

FOR FURTHER INFORMATION CONTACT: Kanti Solanki, Associate Director @ (215) 831-2818

The Northeast Community Center for Behavioral Health is an Equal Opportunity Employer (EEO) and welcomes all to apply.