



Clerical

Mark 1 Restoration Service, Inc., a leading, licensed provider of fire, smoke and water damage restoration for residential and commercial properties, is seeking a positive, motivated and intelligent office team member.

Position Responsibilities and Qualifications:

Clerical duties include answering and directing phone calls, handling inquiries and work requests, maintaining filing systems, and data entry. Candidate must be organized, professional and self-motivated. Computer experience is a must. Prefer office team member to live within a 15-20 mile radius of office.

Company Overview:

Servicing Pennsylvania, New Jersey and North Central Maryland markets since 1981, Mark 1 Restoration employs over 150 employees including Estimators, Production Managers and Skilled Labor. Offering 24-hour emergency service, Mark 1 specializes in contracting and mitigation working with the insurance companies in the best interest of the property owner. With over 30 years of experience in the property damage field, Mark 1's reputation has been built upon professionalism, quality performance, reliability and responsiveness. Mark 1 is a solely owned and independent firm, not part of a chain or group of franchised companies.

Compensation and Benefits:

Healthcare Insurance, 401K and competitive salary.

[Click here to inquire...](#)

For more information on Mark 1 Restoration, visit: www.Mark1Restoration.net