

Monro, Inc.

Facilities Clerk

- Prepare Summary invoices for review
 - Prepare Tire reports for states where we are located
 - Maintain corporate and store gas cards
 - Contacts and monitors work order status for stores
 - Maintain store files
 - Answer phones
 - Other duties, as assigned
1. Ability to calculate figures and amounts such as discounts, interest, commissions, proportions, and percentages.
 2. Must be well organized, detail oriented, accurate and able to work in a fast-paced environment.
 3. To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

To apply: hr4u@monro.com