FAMILY OF COMPANIES

C4K · ETL · OST · AGZ · GFI · IAB · URX · RVG

OPPORTUNITY · FRONTLINE FRIENDLIES · SUPPORT TEAM

Clutch Clerk

Provides clerical and operational support · ensures important details are completed accurately and efficiently.

You have stepped into one of the most essential positions within our Parlayed Parties — and right now, that means exploring whether your gift for detail and reliability belongs as Clutch Clerk. We are glad you are here. Welcome aboard. This role is about the steady, accurate work that quietly keeps an organization running. You make sure the small things stay correct, the systems stay clean, and the team can rely on the foundation you maintain.

GREAT in Action

Every position within our family of companies is anchored in GREAT — the framework that keeps everyone aligned, purposeful, and accountable.

G	**Goals**	Keep operational details accurate, organized, and complete so the rest of the organization can move forward.
R	**Role**	Provide clerical support, maintain records, process documents, and ensure data integrity across systems.
E	**Expectations**	Accuracy. Consistency. Reliability under deadline.
A	**Accountability**	Own the data and the documentation. Flag inconsistencies. Protect confidentiality.
T	**Timelines**	Daily processing cycles. Weekly accuracy reviews. Monthly cleanup and audit.

What You Will Actually Do

The Clutch Clerk brings purposeful action to the rhythms of the role. Here is what those rhythms look like:

Daily Duties

- Handle general office or operational tasks.
- Assist colleagues with their immediate needs.
- Organize and maintain workspaces, materials, and supplies.

Weekly Goals

- Ensure all assigned tasks are completed on time and accurately.

- Identify recurring operational challenges and propose practical solutions.
- Support the team in preparing for projects, events, or deadlines.

Collaboration & Coordination

- Work alongside team members to maintain smooth operational flow.
- Coordinate with supervisors to prioritize and complete tasks efficiently.
- Communicate challenges, updates, and successes to leadership.

Tracking & Reporting

- Record completed tasks and report progress to supervisors.
- Maintain basic logs for ongoing operations or materials usage.
- Highlight areas needing attention or additional support.

What We Are Looking For

- Strong attention to detail and accuracy.
- Comfort with repetitive, careful work.
- Organized · you keep records clean.
- Tech-comfortable with spreadsheets, databases, and office applications.
- Discretion with sensitive data.
- Reliable · you show up and finish.

WIIFM · What is in it for You

Quiet competence is its own career.

Skilled, dependable clerical work is the foundation of every successful organization. You build the discipline, accuracy, and systems knowledge that translate into broader operational and leadership opportunities over time.

Engagement at a Glance

Type	Employee · part-time or full-time
Reports to	Administrative leadership or department lead
Time Commitment	10-40 hours per week · flexible
Location	Remote, in-person, or hybrid
Compensation	Hourly · based on experience and scope
Growth Pathway	Clutch Clerk → Administrative Assistant → Sure Secretary

Next Steps · The Pillared Pattern System

Every position in our family of organizations follows the same clear, consistent pathway. Here is what comes next if you decide to take the next step:

Pipeline Pirouette	Paperless paperwork to capture your basic information. Already complete if you submit through the form on this page.
Ontime Onboarding	An orientation to our rules, norms, and regulations. Delivered online at a time that works for you.
Initial Induction	The exact tools, systems, and starting tasks you need to thrive in this specific position.

We are honored you are here. Let us build something remarkable together.

Take the Next Step

READY TO EXPLORE THIS OPPORTUNITY?

Tell us about yourself using the form below. We will respond personally within 3 business days.