Downloaded from <https://www.velvetjobs.com/job-descriptions/admin-clerk>

# Example of Admin Clerk Job Description

Our company is growing rapidly and is hiring for an admin clerk. We appreciate you taking the time to review the list of qualifications and to apply for the position. If you don’t fill all of the qualifications, you may still be considered depending on your level of experience.

## Responsibilities for admin clerk

* Analyzing a UPS exception report and orders that have been returned to National Rehab advising patients of order delays, obtain pertinent information in order for the delivery to be completed
* Greet visitors and customers
* Assist in processing daily cash receipts more multiple locations
* Assist in light collections
* Knowledge in a HSE specialty, construction or related discipline
* Excellent scheduling, filing and organizational skills, exceptional time management skills, self-starter, able to work with minimal supervision
* Confidence in working with project management
* Previous field experience in safety and/or environmental compliance and/or waste management would be a plus
* Filing Accountants Payable and other paper documentation
* Assist to write customer’s name/address/contact no

## Qualifications for admin clerk

* Experience in use of Oracle software would be an advantage
* Excellent communication skills are vital on all levels of interface
* Self driven and pro-active time management to complete tasks in timely manner
* IT skills – SAP, E-Buy, AS400, People Development Centre
* Ability to prioritise workload and communicate progress
* Previous A/P experience preferred