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# Example of Administrative Clerk Job Description

Our company is looking for an administrative clerk. To join our growing team, please review the list of responsibilities and qualifications.

## Responsibilities for administrative clerk

* Respond to telephone calls, take messages and forward callers to appropriate staff members
* Provide back-up assistance to other staff members, meet/greet visitors, and direct them to the appropriate person/department
* Assist the Branch Director in updating reference manuals to ensure compliance with regulatory agencies and internal policies/procedures/standards
* Participate in performance improvement activities, and encourage participation by other employees
* Assist Branch Director in implementing/maintaining operational processes to ensure compliance to company policies, legal requirements and regulatory mandates
* File, fax, and scan medical documents to appropriate departments
* Answer the main line into the Division office and direct calls as appropriate
* Manage daily operations of all centralized mailroom and delivery functions, including courier services and shipping/receiving
* Greet and direct visitors in coordination with the Security Officer
* Relieve Security Officer during lunch hours

## Qualifications for administrative clerk

* Front Desk/Administrated
* Must be physically located in the downtown Denver office
* Periodically stay later to greet dinner meeting attendees
* Consistently maintain conference room calendars, utilizing Outlook
* Review and distribute mail to appropriate parties
* Work with Facility Safety Officer