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# Example of Administrative Clerk Job Description

Our growing company is looking for an administrative clerk. Thank you in advance for taking a look at the list of responsibilities and qualifications. We look forward to reviewing your resume.

## Responsibilities for administrative clerk

* Type, edit, and proofread various department documents
* Coordinate and manage workload required to complete organization & departmental projects
* Processing digital order for brochures, booklets, letter mailings
* Filing/verification of patient cases
* Patient folder preparation
* Cytogenetics slide washing and filing
* Dishwashing laboratory glassware
* Laboratory equipment cleaning
* Cytogenetics slide archiving
* Bulk photocopying

## Qualifications for administrative clerk

* File documents in accordance with defined procedures for on-site storage long-term archiving
* Able to work efficiently as a part of a team independently
* Less than one year of experience is required, however, one to three years of experience is preferred
* Cytogenetics cell pellet archiving
* Prepare acknowledgement letters
* Must have experience in Microsoft Office (Word, Power Point, Excel)