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

# Example of Administrative Clerk Job Description

Our company is growing rapidly and is looking to fill the role of administrative clerk. If you are looking for an exciting place to work, please take a look at the list of qualifications below.

## Responsibilities for administrative clerk

* Greet applicants
* Directing calls to appropriate staff members
* Processing and stamping mail
* Monitor postage machine
* Other duties to be assigned by management
* Provide adminstrative support overlap to the onboarding process
* Hazardous waste manifest scans and database upload
* EHS management system variou audits
* Or occasional periods of standing or walking
* Receives, and reviews incoming correspondence, reports, directives and other material

## Qualifications for administrative clerk

* This individual must have significant experience with personal computers and have intermediate to advanced knowledge of Microsoft Word, Excel, PowerPoint and Access - Attention to detail and data accuracy are essential
* The successful candidate needs to be willing to work in a fast-paced office environment where he/she will function as an integral member of a team
* Demonstrated telephone communication skills
* Two or more years related experience preferred working in a health care environment
* Knowledge of basic computer functions preferred
* Must be able to work at various Regional Offices locations