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# Example of Clerk, Office Job Description

Our growing company is searching for experienced candidates for the position of clerk, office. If you are looking for an exciting place to work, please take a look at the list of qualifications below.

## Responsibilities for clerk, office

* Check general voicemail box for Outreach team
* Other work-related duties may be assigned
* Facilitates package/mail delivery and related duties for HAL Brisbane Facility
* Provide back up support for Reception Desk during breaks, answering phone and checking in guest/visitors
* Restock supplies for coffee machine, condiments and kitchen break areas
* Process company issued ID Access/Photo Badges and Monitor Video Surveillance System
* Coordinate with Building Management on facilities related service issues
* Process company FedEx packages and US Mail business correspondences
* Manage in-house recycling and confidential document shredding program with outside vendor
* Special assignments as assigned by Facilities Sr

## Qualifications for clerk, office

* Skill using office equipment including large printers and sorters
* Must have a High School diploma or General Education Degree
* A minimum of six (6) months general clerical experience and knowledge of office equipment is necessary
* Strong written, organization, customer service, multi-tasking skills and strong verbal communication skills are required
* Must be able to operate large machinery such as printers
* Must be able to perform physical requirements of the job such as sitting and/or standing for extended periods of time