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# Example of Customer Service Clerk Job Description

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

## Responsibilities for customer service clerk

* Balance and prepare bank deposits
* Receive, verify and process agent deposits
* Upload and download handheld computers
* Communicate via written correspondence and/or telephone
* Successfully resolve customer inquiries and complaints
* Maintain standard filing system for the district office
* Provide exceptional customer service to Wrigley customers and field sales personnel
* Answering incoming calls/emails/voicemail to the department
* Daily mailing of invoice/credits
* Backup and supports all areas of Customer Service mail /rack order

## Qualifications for customer service clerk

* Must be proficient with 10 key calculator
* Basic bookkeeping knowledge is preferred
* 1+ years of office or cashier experience
* 1+ years of office experience required, scanning/imaging, or data entry experience preferred
* Knowledge of SAP accounting system preferred
* Ability to work as part of a diverse team structure individually