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# Example of Customer Service Clerk Job Description

Our company is growing rapidly and is looking to fill the role of customer service clerk. We appreciate you taking the time to review the list of qualifications and to apply for the position. If you don’t fill all of the qualifications, you may still be considered depending on your level of experience.

## Responsibilities for customer service clerk

* Troubleshoot reporting and data entry discrepancies
* Work with internal and external team members via email, phone, apps, systems and in person
* Provide full administrative support to other departments own department
* Carry out any other duties that may be assigned
* Performing required computer transactions, reports, and process payments
* Maintaining standard filing system for the district office
* Successfully resolves customer inquiries and complaints
* Receive, verifying and processing agent deposits
* Uploading and downloading handheld computers
* Communicates via written correspondence and/or telephone

## Qualifications for customer service clerk

* Balancing and preparing bank deposits
* 2+ years of general work experience required, scanning/imaging, or data entry experience preferred
* 2+ years of office or insurance experience required
* Balance our life with generous paid time off and business casual dress
* High attention to detail and well organized
* Able to handle deadlines and multiple priorities