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# Example of Front Desk Clerk Job Description

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

## Responsibilities for front desk clerk

* Filing and shredding personnel documents
* Assisting other managers as necessary
* Tracking grievance reports
* Scheduling hearing meetings and coordinating with attendees
* Drafting grievance responses
* Farebox daily count
* Assist in the monthly collection and processing of rent checks
* Complete the daily pagination and customer service functions associated with the daily obituaries
* Part of the weekend obituary duty rotation
* Read and stay up to date on all Front Desk shift correspondences and daily events

## Qualifications for front desk clerk

* Phone System, Windows Based Computer Systems, Scan, Fax, Copy, Clerical duties
* Some experience in a customer service environment
* Experience with automated accounting systems a plus
* Must be willing to work a flexible schedule, including weekends, to handle the sales traffic
* Minimum 1 years service in a similar role
* Previous business office experience