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# Example of General Office Clerk Job Description

Our growing company is searching for experienced candidates for the position of general office clerk. Thank you in advance for taking a look at the list of responsibilities and qualifications. We look forward to reviewing your resume.

## Responsibilities for general office clerk

* The Courier will likely be assigned more than one job title such as Mail Clerk, File Clerk, Data Entry Clerk or General Office Worker and will record time based upon hours actually worked on each duty
* Makes travel arrangements for employees (e.g., requested departure time, hotel, ) through the travel department
* Supporting front desk and receptionist duties
* 100% of the job right now will be verifying numbers from statements they receive from there clients
* Computer Savvy is a plus
* Document review (looking for signatures, correct pages completed)
* Receive and upload admission applications into their database
* Organize and file applications
* Answer phones and provide information on admissions process
* Send out mailings to prospective students

## Qualifications for general office clerk

* Create, format and edit business correspondence, memorandums, power point presentations and other business documents and reports as required
* Compile, maintain and produce a variety of business and metrics reports based on established schedule
* Answer incoming calls and respond to inquiry or direct call to appropriate person within the department
* Review budget reports, ensure accuracy of charges, identify errors, research and reconcile
* Schedule and coordinate logistics for departmental meetings and events
* Coordinate travel arrangements in accordance with established corporate travel policy