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# Example of General Office Clerk Job Description

Our company is growing rapidly and is looking for a general office clerk. Please review the list of responsibilities and qualifications. While this is our ideal list, we will consider candidates that do not necessarily have all of the qualifications, but have sufficient experience and talent.

## Responsibilities for general office clerk

* Receive and tend to visitors
* MUST BE FAMILAIR WITH SAP
* Learn to use high-end RFID equipment (Training will be provided)
* Ensure that each batch of items you are assigned during the day has an RFID tag affixed in the proper location
* Works under close supervision, performing general, routine clerical duties
* May post data to records according to directions
* May receive and direct visitors
* Supports citizenship and immigration services adjudication functions by providing clerical and administrative support in the processing all applicable forms
* Provide support for the processing, preparation, and distribution of forms, applications, and certificates used in the adjudication process
* Collection of documentation from applicants

## Qualifications for general office clerk

* Schedule and coordinate business meetings, conference calls, and guest site visits including arranging for facility access with security
* Track and maintain employee benefit paid time off records and respond to employee inquiries relative to benefits, policies, and processes
* Administer employee recognition program and assist employee with related questions or issues
* Arrange and coordinate office and equipment needs for new and departing employees, assist with orientation, update organizational charts, directories
* Maintain inventory of office supplies and allocate direct costs to projects as applicable
* Assist with troubleshooting of day-to-day equipment issues, (Printers, copiers, ), coordinate facility maintenance and repair needs of department