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# Example of Office Clerk Job Description

Our innovative and growing company is looking for an 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 office clerk

* Collecting trash on the patio and tennis courts
* Monitoring the DFC parking lot during ball games/special events
* Light office cleaning to include collecting trash, vacuuming, and dusting fitness equipment
* Committing to work at least one week night and one weekend shift a week
* Attend to customer requests for Invoices, POD’s, Statements
* Switchboard Relief
* Faxing and photocopying of documentation
* Preparing of daily banking
* Manage department files according to department procedures
* Support the IP department by arranging travel and preparing expense reports for department members

## Qualifications for office clerk

* Ability to demonstrate Computer Skills Basic knowledge of PC (keyboard functions, mouse)
* Demonstrated excellent written and verbal communication skills, including the ability to successfully communicate with the public, other employees and vendors with a positive attitude
* Obtain patent and journal references
* Perform administrative duties for department
* Scan paper laboratory notebooks according to IP department and R&D department procedures
* 3-5 years of experience as a professional secretary