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# Example of Office Clerk Job Description

Our growing company is looking to fill the role of office clerk. To join our growing team, please review the list of responsibilities and qualifications.

## Responsibilities for office clerk

* Data entry in the computer
* Tracking open orders
* Contacting multiple vendors and customers
* Inputs orders and produces production reports
* Prepares paperwork associated with customers’ orders
* Communicates with customers in regards to order schedules, shipping schedules, order completions and complaints
* Prepares and processes invoices for purchases and completed work
* Organizes freight for customers’ orders
* Obtains and processes customers’ requests for credit
* Maintains records and files, processes mail and answers phones

## Qualifications for office clerk

* Ability to follow oral and written technical instructions
* Microsoft Office and Excel proficiency
* Deadline conscientious
* Preferred 1 to 2 years of general office administration experience
* Minimum 3 years general office administration experience
* Sorting and distributing mail files received from the mailroom