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# Example of Office Clerk Job Description

Our growing company is hiring 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

* Process and maintain purchase orders
* Process payroll for piece-rate workers
* Help process A/R and A/P
* Handle duties as assigned by manager
* Accounting assistant
* Billing resolution
* Create and maintain daily/weekly/monthly reporting
* Field all inbound operations center emails
* Field all inbound call center calls
* Process all orders for pick up requests

## Qualifications for office clerk

* Coordinate calendar appointments and presentations of Representatives
* Perform light typing of correspondence, memoranda, forms, reports, and charts and proofread to ensure accuracy
* High School Diploma, some college a plus
* Must have minimum of 4 years related experience in a corporate environment or equivalent education beyond high school
* SAP or similar software experience is a plus
* Must have prior experience using Outlook, Word and Excel