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# Example of Office Services Clerk Job Description

Our company is growing rapidly and is searching for experienced candidates for the position of office services 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 services clerk

* Seek opportunities to welcome, engage, serve and thank customers
* Receive and distribute outgoing mail and parcels by weighing, printing postage tapes, affixing postage
* Oversee and participate in volume mailing orders such as invoices or newsletters, folding items and inserting into envelopes, or operating automated equipment
* Collate and finish print jobs including laminating, padding, cutting, stapling/saddle stitching, button making, folding
* Assist the IT, Payroll and Accounts Payable Departments by printing buyer’s and warehouse reports
* Provide reception coverage and relief
* Manage the mail room when required and order supplies
* Receive and distribute local mail, courier and overnight (UPS, FedEx) packages
* Make service calls for general maintenance and repairs
* Make sure office vehicles are clean and in good running condition

## Qualifications for office services clerk

* General computer, printer/copier, fax machine knowledge
* May involve periods of standing, such as operating at a copier/fax/scanner and frequent walking between two floors
* Special license, certificate, specific education o​neously
* Math Test (scheduled during the interview process)
* Ability to work independently and interact with internal and external customers and vendors
* Team Work – Works well with other associates