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# Example of Receptionist / Clerk Job Description

Our company is growing rapidly and is looking to fill the role of receptionist / clerk. If you are looking for an exciting place to work, please take a look at the list of qualifications below.

## Responsibilities for receptionist / clerk

* Keep track of the whereabouts of key personnel and process their calls and messages
* Prepare letters for mailing, open and distribute company mail
* Responsible for Daily Invoicing
* Match delivery receipts to sales orders for invoicing daily
* Email Invoices to customers
* Prepare invoices for COD orders daily and call customers to advise amount due
* Run transactions (credit card machine) for Invoices and pick up orders as needed
* Copy checks and invoices from cod deliveries and give them to accounting
* Prepare packages for UPS and /FedEx pick-up
* E-mail office personnel tracking numbers for packages being shipped via UPS/FedEx

## Qualifications for receptionist / clerk

* 6 months to 1 year general office experience
* Basic computer, 10-key, and data-entry skills
* A background check and a physical will be required (physical provided by hospital)
* French Portuguese or Spanish
* Computer skills on Word, excel & out look
* Taking work orders