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# Example of Service Clerk Job Description

Our growing company is hiring for a service clerk. We appreciate you taking the time to review the list of qualifications and to apply for the position. If you don’t fill all of the qualifications, you may still be considered depending on your level of experience.

## Responsibilities for service clerk

* As required, checks merchandise transfers and ensures requested items are boxed and shipped out
* Assists in making refunds or exchanging merchandise for authorized patrons
* Requests for refunds and adjustments, customer complaints that are unusual in nature, are referred to higher grade associate
* Loading and unloading of customer’s passengers’ baggage into and from containers
* Transport Cargo and inbound and outbound transfer baggage
* Perform duties in the inbound/outbound backroom and baggage transfer point
* Connect and remove ground power and ground start units
* Perform aircraft guide functions
* Perform cleaning of aircraft cabin
* Assist the Service Manager with various clerical duties as needed

## Qualifications for service clerk

* Language -- English, second language is a plus
* Physical demands with activity or condition existing a considerable amount of time include sitting and typing/keyboarding using a computer (i.e., keyboard, mouse, and monitor) or adding machine
* Physical demands may include walking, carrying, reaching, standing, and stooping
* May require occasional lifting/lowering, pushing, or pulling
* Product/department knowledge of Parent Company helpful
* Work environment is characterized by normal office conditions in a temperature-controlled environment