



Example of Admin Clerk Job Description

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Our company is looking for an admin clerk. Thank you in advance for taking a look at the list of responsibilities and qualifications. We look forward to reviewing your resume.

Responsibilities for admin clerk

- Strong office skills is a must as this position requires typing, printing, scanning, copying, data entry, report updating, filing and scheduling of truck loads and appointments
- Updates and supports daily excel spreadsheets
- Provide background information as requested, including information related to contract negotiations and service proposals
- Perform other accounting and clerical duties required by department supervision
- Carry out work in accordance with Company and Client project Health, Safety, Environmental and Quality systems
- Provision of support assistance to a visually impaired member of staff
- General tasks include
- Reading of design/client/vendor documentation
- Marking-up under direction of engineering documentation and deliverables
- Provision of general administrative assistance to the supported individual including photo-coping, filing, production of reports and presentations in line with guidance from managers

Qualifications for admin clerk

- Minimum 2 years' experience in clerical
- High school diploma or GED certificate (some college, or college degree preferred)

- Desired knowledge or ability to research applicable Environmental laws and regulations and applicable agencies permitting processes and responsibilities
- Desired knowledge of engineering, construction, and subcontract work processes
- 2-3 years of project experience, 2-3 years environmental auditing experience, and/or 2 years of EPC related experience desired