



Example of Clerk, Office Job Description

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Our company is searching for experienced candidates for the position of clerk, office. 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 clerk, office

- Maintain all files as necessary
- Open, sort and route incoming mail and prepare outgoing mail
- Type material incidental to other duties
- Answer telephone, make appointments within prescribed schedule when needed
- Answer phones and delegate customer requests (take messages and/or transfer calls)
- Use Quickbooks accounting software to look up customer information, to fulfill simple sales orders, and to process invoices
- File packing slips, vendor invoices, (incl
- Receive merchandise and stock on shelves (for smaller items)
- Pack and ship UPS orders
- Perform other administrative tasks as needed

Qualifications for clerk, office

- Office duties such as operating a fax machine, filing, inventory management, debit card machine, postage meter and scale and stereo/video system may be required from time to time
- Ability to perform clerical duties and use basic office equipment such as computers, faxes, scanners
- Ability to work in a highly distractive environment

- Understand chain of command