



Example of Clerk Job Description

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Our innovative and growing company is looking to fill the role of 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 clerk

- Helping with check insurance
- Run computer reports
- Check printers for any issues
- Receives and sorts incoming and outgoing mail and packages according to postal regulations and unit requirements
- Receive and scan Purchase order deliveries
- Scan customer files in order into the system
- Perform various administrative tasks as assigned for the department
- Pick-up and delivery of reports including daily telephone statistics, mail reports, documents
- Answering phones, check requests, using Outlook to access emails, filing, faxing, keeping logs via Excel, copying, and scanning
- Completing paperwork for upcoming events, ensuring payment for events, and updating an Excel spreadsheet to track events

Qualifications for clerk

- Operates, maintains, and updates information via computer
- Prefer experience in a factory or warehouse environment
- Minimum of one year experience using WMS, ERP, or similar systems
- Powered vehicle certification preferred (if not currently certified, must achieve powered vehicle certification within 80 hours of training time in

- Telephone usage of approximately three to five hours per day