



Example of Clerk Job Description

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Our company is growing rapidly and is hiring for a clerk. To join our growing team, please review the list of responsibilities and qualifications.

Responsibilities for clerk

- Keeps clerical supplies well stocked and work stations neat and clean
- Assist management and representatives with special projects – signing claim forms, printing claim forms, online insurance verification, processing approved adjustments
- Updating spreadsheets and reports
- Operate a computer using basic word processing and spreadsheet entry and manipulation skills
- Operate office machines, such as photocopiers and scanners, facsimile machines, voice mail systems
- Perform basic clerical tasks, such as systematically arranging letters, memoranda, invoices, receipts, and other indexed documents according to an established system
- Locate and remove material from file when requested
- Operates office equipment and completes general office work
- Additional duties may include answering telephones and some data entry
- Respond to routine inquires via telephone, fax, or email

Qualifications for clerk

- Frequent lifting of up to 25 pounds and occasional lifting of up to 50 pounds
- Occasional bending, pushing, pulling, and stooping
- Performs repetitive data entry functions on computer keyboard and ten-key calculator
- Basic typing ability and working knowledge of basic computer functions

