



Example of Clerk Job Description

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

Responsibilities for clerk

- Run reports and distribute as necessary
- Validate information and provides feedback to management
- This position provides moderately advanced administrative clerical support to assigned unit
- Under close supervision, performs moderately complex clerical duties, including creation, maintenance, retrieval, and destruction of files and records
- May also handle telephone inquiries, perform data entry, and prepare standard reports and forms
- Performs duties which may support users in multiple business units
- Provides administrative support which enables assigned business unit to offer more efficient service to members and other business units
- This position requires some independent decision-making
- Cross training on department job functions or receptionist duties may be necessary
- Work tends to be routine and most decisions are described in detail within written procedure manuals

Qualifications for clerk

- Must be organized, detail oriented with excellent follow through abilities
- Must be able to handle and prioritize multiple tasks
- Must be reliable, team-oriented, pleasant with excellent interpersonal skills
- Previous office experience is REQUIRED
- Must be able to lift and move boxes that may weigh up to 30#

