



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

- General collection management including re-envisioning layout and design of collection, completing inventory, accessioning objects, taking objects out of unsafe mounts, conservation evaluation
- Build secure storage and travel mounts for objects
- Assist with data collection and organization of databases
- Research Museum objects, artists, cultures, and time periods
- Handling other administrative tasks as necessary
- Handle administrative and clerical duties, such as photocopying, filing, scanning, binding, archiving and registering drawings
- Researching and setting up recoveries of claims payments
- Handle recording payments to accounts, aging reports, a lot of Excel and WORD documents, and managing their accounts through the process and into collections (3rd party agency)
- Experience with 10-key
- The ability to think through scenarios and understand the movement of money and what is happening with these accounts

Qualifications for clerk

- 1 year warehouse or retail experience
- Experience with heavy data entry tasks
- Ability to work as a team including flexibility and adaptability with co-workers

- Associates may be trained and required to use machinery or vehicles
- Proficient with MOVE, Retek, WMS, Outlook