



Example of Clerk Job Description

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Our innovative and growing company is looking for a clerk. 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

- Handle general clerical duties, such as typing, filing, scanning, binding, indexing, internal and external document delivery
- Maintain database record
- Responsible for reconciliation of timesheets and entering payroll
- Various data entry and file management
- Various tasks working with Excel worksheets
- Administrative support for up to three to five managers
- Work order data management
- Front Desk/Phone Coverage
- Cell Phone Management
- General Support as needed

Qualifications for clerk

- Office environment with medium to heavy keyboarding and use of mouse
- Ability to lift fifteen pounds over head
- Capable of carrying twenty pounds for short distances
- Must be reliable, team-oriented, and pleasant with excellent interpersonal skills
- Ability to lift 15-30 pound boxes and be physically mobile
- Prior experience with inventory