



# Example of Front Office Clerk Job Description

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Our growing company is looking for a front office 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 front office clerk

- Process compliance labels (B-Pillar, Dashboard, Barcode, Emission & Tire), recall labels and metal VIN plates
- Communicate with dealers which, includes fielding questions, creating/cancelling orders and notification of order status/changes
- Process open orders from the Locksmith CKL application within the expected timeframe
- Ongoing communication with AG regarding coded parts questions and updates
- Knowledge of company's key ordering policies and ensuring that policies are upheld
- Manages the work schedule of Window Installers
- Assists the Sales Team
- Places orders
- Assists the public, in person and by telephone
- Assists with administrative tasks

## Qualifications for front office clerk

- Very good level of English is essential
- Requires numerical skills and basic knowledge of medical terminology
- Knowledge of ICD-9 or ICD-10 coding for lab/x-ray orders preferred
- Recent experience working in a medical office setting preferred

