



Example of General Clerk Job Description

Powered by www.VelvetJobs.com

Our innovative and growing company is looking to fill the role of general clerk. Thank you in advance for taking a look at the list of responsibilities and qualifications. We look forward to reviewing your resume.

Responsibilities for general clerk

- Ability to take on additional responsibilities in support of mission success
- Prepares reports, summaries or replies to inquiries, including preparation of reports
- Maintains the database for the tracking and distribution of day to day operations
- Facilities coordination with such agencies as MRMC, universities, private businesses, government institutions and professional societies
- Provides support services including, communications, travel support, printing, library or publication services, mail, facilities and equipment, transportation, records, forms and reports
- Coordinates arrangement, scheduling and agenda preparation for seminars and meetings
- Coordinates travel arrangements for personnel within USAISR and others as required
- Coordinates video and audio teleconferencing
- Forwards all documentation appropriately
- Schedules events to meet the Directorates requirements

Qualifications for general clerk

- Must have effective communication skills and good follow-through skills
- Position requires physical exertion such as walking/standing for extended periods, climbing stairs, lifting/maneuvering of materials weighing 50+ lbs

a fast-paced work environment

- Must be able to time manage and work independently
- Must have an understanding of the needs of the organization serviced
- Must have an analytical ability to define or recognize the dimension of the problems involved, to collect the necessary data to establish the facts, and take or recommend action based upon application or interpretation of established guidelines