



Example of General Clerk Job Description

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Our company is growing rapidly and is searching for experienced candidates for the position of general 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 general clerk

- Casbuilt completed work orders in the Work Management System (Maximo)
- Process Dig Safe requests
- Handle internal and external customer calls
- Process various invoices
- Perform other Clerical as assigned
- Compile, audit, process and maintain records in Car Hire system
- Performs various accounting duties
- Maintains and audits payroll records such as absence and overtime authorizations
- Calculates and maintains records for payment of commission associates
- Order picking and wrap orders on pallet for shipment

Qualifications for general clerk

- Good working knowledge of office procedures with demonstrated experience using office equipment
- Previous hospitality or guest service experience is a plus, however, with a bright outlook, positive personality and willingness to contribute to a larger team you would fit right in!
- Must have the ability to work outdoors in year-round weather conditions, and walk/stand for extended periods of time
- Typing of 45wpm required

- Associates degree, 2 years of college or 2 years of experience in a financial industry inbound contact center