



Example of Lead Clerk Job Description

Powered by www.VelvetJobs.com

Our innovative and growing company is looking for a lead clerk. To join our growing team, please review the list of responsibilities and qualifications.

Responsibilities for lead clerk

- Trains and counsels administrative staff personnel
- Assists with screening prospective support staff candidates
- Assists with setting up new hires with IT issues, phones, name plates
- Maintains the legal calendar (GL only)
- Set up new claims & Send out acknowledgement letters (GL/Auto only)
- Observes all store rules and Bashas' company policies
- Responsible for observing all dept and company policies by all members of department
- Maintain a neat, well-groomed personal appearance at all times and observe pertinent
- Bashas' Family of Stores personal appearance and dress code policies
- Appearance standards throughout the department

Qualifications for lead clerk

- Requires a skilled individual with broad/full knowledge in all areas of clerical/administrative functions and customer service
- Admin basic skills
- Familiarity with Microsoft Word, Excel, ADP electronic parts system (or similar)
- Minimum of six months of automotive parts experience, prefer Dealership experience
- Must wear an approved hat or visor and hair net while in the department
- Observe shift operating hours at all times as scheduled and ensure that all

