Example of Office Services Clerk Job Description

Powered by www.VelvetJobs.com

Our company is looking for an office services 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 office services clerk

- Actively assists in the process of Corporate Office hourly positions (includes temporary and flex force employees) to include tracking all eligible, interested candidates and coordinating interview schedules for the candidates, HR personnel and hiring managers while ensuring confidentiality at all times.
- Maintains personnel files for non-corporate salaried staff and corporate office hourly staff
- Audits, verifies accuracy, resolves any discrepancies, and recommends payment of routine third-party invoices (temp agencies, etc).
- Provides other clerical duties as assigned.
- Office Clerks must have good customer service skills and be able to answer phones
- Must have some computer skills and the ability to learn software required for the job
- Office Clerks will be responsible for keeping the offices clean and presentable for customers
- Office Clerks should be knowledgeable about the marinas and surrounding areas
- Going to Post Office twice a day to pick up mail and deliver packages and boxes to the appropriate departments
- Oversight and management of our postage machine and certified mail process

- Must be able to sit at desk for long periods
- May occasionally require walking, bending, or stretching
- Assisting with immigration mail (Daily)
- Assisting with large copying projects for various departments
- Helping the Marketing team with large shipments
- Multiple bank visits per week