



Example of Office Worker Job Description

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Our company is growing rapidly and is searching for experienced candidates for the position of office worker. If you are looking for an exciting place to work, please take a look at the list of qualifications below.

Responsibilities for office worker

- Answering departmental phone, taking and conveying messages, and routing calls appropriately
- Helping with filing and organization
- Project based assignments
- Helping with summer rentals and building operations
- Photocopying – collating course materials
- Deliveries and pickups in various hospital and campus locations
- Other clerical and computer related tasks as needed
- Provides a heavy phone presence and maintain the highest level of customer service with season ticket holders, students, alumni, faculty/staff, and the general public
- Works the ticket window and sell tickets on event days
- Responsible for effectively invoicing, processing, allocating, printing, and mailing all ticket/parking orders

Qualifications for office worker

- Knowledge of KRONOS payroll applications software
- Ability to stand, walk, kneel, push, pull, and bend throughout entire shift
- Ability to type 40 wmp with 100% accuracy
- Lift up to 50 pounds consistently
- Be able to stand for the entire shift
- Take direction and work at a quick pace