



Example of Processing Clerk Job Description

Powered by www.VelvetJobs.com

Our growing company is looking to fill the role of processing 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 processing clerk

- Protect confidential information
- Document decisions regarding reconciliation/resolution of account issues
- Prepare monthly report of job accomplishments
- Maintain Directory of Facilities Management Group personnel
- Verify all items returned to the warehouse and take the appropriate action with each
- Coordinate with the proper personnel to ensure excellent customer service and that all returns are processed in a timely manner
- Follow up on missing documents (invoices, receivings, purchase orders,) in order to expedite payments before they are due
- Answer both internal and external inquiries
- Resolve mismatch / inventory pricing problems in a timely and efficient manner in order to make payment by due date
- Review signatures on cheque requisitions for appropriateness before processing and to ensure they are in accordance with Approval Limits

Qualifications for processing clerk

- Typing, filing, record-keeping and general office skills
- Ability to train new staff, both full-time staff members and student staff
- Capacity to lift or move up to 30 lbs
- Knowledge of practices, procedures and problem solving techniques involved in item processing

