



Example of Senior Clerk Job Description

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Our innovative and growing company is looking to fill the role of senior 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 senior clerk

- Proactively follow up on outstanding transfers to complete them within our Service Level Agreement (SLA) in place
- Assess risk associated with each transfer and liaise with the Compliance department and/or with departmental management to resolve complicated issues
- Co-ordinate transfer adjustments with the Securities Cage, Stock Records, and Mutual Funds department
- Data entry, filing, faxing, email, telephone
- Experience in a sales office environment is a plus
- Perform complex administrative tasks requiring independent judgment with considerable knowledge of administrative processes with minimal supervision
- This position is responsible for tracking, billing and payment of storage charges for TV, Features and third Party
- Handles monthly department purchasing of department supplies and client special requests
- Maintains purchase, consignment, quality questionnaire and PAP records for Raw Materials ordered those transferred between branch plants
- Daily checks on non-stock orders from receiving

Qualifications for senior clerk

- Substantial administrative and general clerical skills requiring solid job

- Candidate must possess strong organizational, customer service and time management skills, the ability to negotiate with vendors for best possible terms on major purchase items
- Familiar with operational areas within a bank
- Ability to take initiative to learn various systems and being a lead resource for the group
- Access to transportation