



# Example of Support Clerk Job Description

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

## Responsibilities for support clerk

- Prepare outgoing mail packages to include faxing, copying and completing overnight mail packages to meet daily pick-up schedule
- Perform notarial duties as needed
- Monitor fax and copy machine paper levels
- Work with peers to ensure all established duties are completed on a daily basis
- Professionally handles internal customer requests related to Program maintenance
- Opens, distributes, and processes incoming and outgoing inter-company and external mail, overnight packages and faxes
- Monitor wire and check requests and act as liaison with Accounting for timely delivery
- Completing general office functions
- Inputting data into database
- Assist with manning and operational activities

## Qualifications for support clerk

- Works with HR department in regards to labor needs
- Run on premises report to account for staffing
- Answer incoming and place phone calls
- Basic Computer Skills and Microsoft Office especially Word and Excel
- Work generally requires 2 years of related clerical experience sufficient to acquire a general knowledge of the accounting practices related to purchase

