



Example of Support Clerk Job Description

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Our innovative and growing company is hiring for a support 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 support clerk

- Processes orders
- Print mail merged letters and prep letters for mailing by including inserts and enclosures in appropriate letters
- Manage the Credit Bureau Block Notification tracking process
- Maintain and operate all office equipment, screens and answers questions generated through the Diagnostic Imaging & Cardiac Services information center efficiently and effectively
- Compiles daily live check deposits for Finance Dept
- Assists the Finance Dept with the processing of non-sufficient funds amounts accurately to patient's accounts adhering to the currently departmental guidelines
- Make decisions based upon company guidelines, and keep abreast of changes in policies, procedures and jurisdictional regulations products and services offered by the Company
- Perform customer relationship activities, including customer interface and customer satisfaction
- Conduct follow-up calls per customer communication protocol
- Assist walk up customers

Qualifications for support clerk

- Preferred - Experience using Microsoft Word, Excel & Outlook
- Possesses excellent phone etiquette and is customer service driven

- Proficiency with Microsoft Word, Excel and other related software knowledge
- Ability to work with details in a fast-paced environment
- Moderate lifting is required