



Example of Support Clerk Job Description

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Our company is growing rapidly and 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

- Process client samples, quality control samples and proficiency samples
- Maintain equipment, clean, and perform scheduled and as needed maintenance procedures
- Proficient in all Specimen Processor functions
- May request, receive or retrieve files or documentation from internal or external sources
- May receive, sort and post mail from the post office or courier service
- May prepare basic excel or word reports
- Data entry of straight forward CLVS files for the team
- May assist in maintenance or be "key-operator" for business machines
- May prepare basic forms on behave of team or branch personnel
- May input time and attendance information

Qualifications for support clerk

- Required - Ability to evaluate information from both oral and written sources
- Required - Ability to bend, lift and stand throughout the day
- Preferred - Proficient using Microsoft Word, Excel and Outlook
- Three (3) years of general office, bookkeeping or accounts payable experience
- Ability to use computers and the typical software used by the facility
- Effective interpersonal and phone skills