

## JD For Office Clerk

Job Title: Office Clerk

Company: [Company Name]

Location: [City, State]

### Job Description:

The Office Clerk will be responsible for providing general office support to the company. This includes tasks such as filing and maintaining records, answering phones, data entry, and handling mail and deliveries. This role requires a highly organized and detail-oriented individual who can effectively communicate and collaborate with various departments and stakeholders.

### Key Responsibilities:

- Provide general office support, including filing and maintaining records
- Answer phones and handle callers' inquiries in a professional and courteous manner
- Perform data entry and maintain databases
- Handle mail and deliveries, including distributing mail to employees and preparing outgoing mail
- Provide general office support to other employees as needed
- Ensure that all office equipment and facilities are in good working order
- Assist with special projects and other duties as assigned

### Competency Requirements:

- Strong attention to detail and accuracy
- Strong organizational and time management skills
- Strong verbal and written communication skills
- Strong problem-solving and analytical skills



- Ability to multitask and prioritize effectively
- Proficient in Microsoft Office (Word, Excel, PowerPoint, Outlook)

## Qualifications:

- High school diploma or equivalent
- Minimum of 1 year of experience in an administrative or office support role
- Strong understanding of office policies and procedures
- Strong understanding of Microsoft Office Suite