FILE CLERK

Job Description:

**File Clerks** use a system, usually numerical or alphabetical, to maintain paper or electronic records, including correspondence, receipts, contracts, and invoices, to ensure that information is easy to locate when it's needed. They organize and file documents, retrieve data, and upload electronic files.

Job Responsibilities:

* Track and manage all the incoming paperwork and make copies before filing and distributing
* Sort all papers alphabetically
* Sort according to content type, dates, significance etc.
* Create and update records
* Store all paperwork in designated places
* Enter paperwork into an electronic system
* Manage file access requests and keep logs
* Develop an efficient filing system
* Always strive to make retrieving easier and more efficient
* Follow policies and procedures for personal data protection
* Monitor and manage inventory of files, paper clips etc. and report shortages
* Develop organized filing systems.
* Create, process, and maintain file records.
* File and retrieve documents for other personnel.
* Prepare records for off-site storage.
* Maintain file room logs to track the location of files.
* Dispose of files according to established document-retention schedules.

Job Qualifications:

* High School Diploma
* Associates in administration or related field preferred
* Experience as a file clerk

Opportunities as a file clerk or are available for applicants without experience in which more than one a file clerk is needed in an area such that an experienced a file clerk will be present to mentor.

Job Skills Required:

* Excellent time management skills and ability to multi-task and prioritize work
* Strong organizational and planning skills
* Outstanding organizational and time management skills
* Ability to multitask
* Proficiency with computers and Microsoft Office
* Good knowledge of filing systems
* Great attention to detail