OFFICE CLERK

Job Description:

An **Office Clerk** is responsible for a variety of clerical and administrative duties in a company including preparing documents, scheduling meetings, and updating company records. Office clerks perform various duties including a combination of answering telephones, bookkeeping, typing or word processing, office machine operation, and filing. Office clerks may work in a variety of settings in varying industries in an office environment.

Job Responsibilities:

* Maintain files and records so they remain updated and easily accessible
* Sort and distribute incoming mail and prepare outgoing mail (envelopes, packages, etc.)
* Answer phones and assist callers with inquiries
* Utilize office appliances such as photocopier, printers etc. and computers for word processing, spreadsheet creation etc.
* Maintain appointment calendar and scheduling meetings accordingly
* Undertake basic bookkeeping tasks and issue invoices, checks etc.
* Take minutes of meetings and dictations
* Complete accurate daily reports
* Maintain spreadsheets for various reports
* Assist in office management and organization procedures
* Monitor stocks of office supplies (paper clips, stationery etc.) and report when there are shortages
* Assist in making travel arrangements and booking venues for conferences and events
* Perform other office duties as assigned
* Record minutes of meetings and transcripts.
* Answer the telephone, distribute messages, and redirect calls to the appropriate department.
* Maintain company files and records to ensure they remain updated.
* Manage basic bookkeeping duties.
* Prepare and mail bills, contracts, and invoices.
* Help with office management and organization processes.
* Track inventory of office supplies and inform the management about any shortages.
* Plan and book travel arrangements and venues for company events.
* Schedule meetings and plan various department activities and calendars.

Job Qualifications:

* High School Diploma
* Associates in administration or related field preferred
* Experience as a Office Clerk

Opportunities as an office clerk or are available for applicants without experience in which more than one an office clerk is needed in an area such that an experienced an office 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
* Strong knowledge of office procedures
* Proficiency with computers and Microsoft Office
* Good knowledge of filing systems
* Great attention to detail