



Job Description

Issue Date : 01/28/2016
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Last Revised : n/a

Job Title: Office Clerk Full Time Non-Exempt Position

Prepared By	Date	Departmental Review	Date	Management Review	Date
HR Assistant	01/28/2016	General Manager	01/28/2016	HR Manager	01/28/2016

Supervisory: No

Reports To: Senior Accountant

Duties:

Provides a full range of administrative, clerical and office support including, but not limited to:

- Answer telephones
- Process incoming and outgoing correspondence and emails
- Data entry
- Document preparation
- Post receivers
- Scan documents
- Provide backup front desk coverage as needed
- Other duties as assigned to assist the Accounting Department
- Must maintain positive relationship with vendors, customers, and employees. This includes positive demeanor, and can do attitude

Education/Experience Required:

- High School Diploma or equivalent and two years general office experience
- Basic accounting knowledge is a plus
- Ability to operate standard office equipment
- Experienced in Computers, Microsoft Word, Excel
- Methods and techniques of proper phone etiquette
- English usage, spelling, grammar and punctuation
- Ability to read and comprehend simple instructions, short correspondence, and memos
- Ability to write simple correspondence
- Basic mathematical principles
- Ability to apply common sense understanding to carry out detailed but uninvolved written or oral instructions
- Ability to deal with problems involving a few concrete variables in standardized situations
- Will have to cooperate with co-workers to maintain a friendly environment

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