

Accents Jobs

<https://accentsjobs.com/job/general-clerk/>

General clerk

Description

Our Organization requires the service of a general clerk who follows clearly detailed procedures in performing simple repetitive tasks in the same sequence.

Responsibilities

- Filing pre-coded documents in a chronological file, or operating office equipment, (e.g., mimeograph, photocopy, addressograph or mailing machine).
- Answering and transferring phone calls, taking messages, and providing general information to staff, clients, or the public
- Sorting and delivering incoming mail and sending outgoing mail
- Scheduling appointments and receiving customers or visitors
- Transcribing, recording, faxing, and filing documents
- Providing administrative support to executive staff by handling correspondence, scheduling meetings, and taking notes
- Managing office supplies inventory and ordering supplies as needed

Qualifications

- High School diploma or equivalent.
- Relevant experience, usually one to two years of general clerical experience in an office environment.
- Certificate in office administration or associate's degree in office management may be required.
- Strong computer skills and working knowledge of Microsoft Office.
- Time management and organizational skills.
- Attention to detail.
- Ability to type 45 – 60 WPM (words per minute).

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Hiring organization

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Job Location

Boston, USA

Date posted

October 3, 2023