


Office Clerk

Job Description

Job Title: Office Clerk – Full-Time

Reports To:  VP Customer Service & Support

FLSA Status: Non-Exempt

Position Summary:

Provides receptionist and administrative services to the organization by performing the following duties essential duties and responsibilities include the following. Other duties may be assigned.

- Greets visitors and announces arrival to appropriate staff.
- Answers 1-800 line and fields questions from outside customers and vendors.
- Distributes incoming mail.
- Prepares outgoing mail for shipping using postage meter.
- Orders and maintains office and break room supplies.
- Ensures office and breakroom equipment functions properly.
- Makes copies and maintains files.
- Responsible for coordinating the company's travel needs.
- Schedules hotel and flight accommodations.
- Prepares expense reports for staff as need and submits to accounts payable.
- Scan receipts
- Assist HR as needed

Competencies:

To perform the job successfully, an individual should demonstrate the following:

Analytical: Collects and researches data.

Planning/Organizing: Prioritizes and plans work activities; Uses time efficiently.

Job Knowledge - Competent in required job skills and knowledge; exhibits ability to learn and apply new skills; displays understanding of how job relates to others; uses resources effectively.

Communications - Exhibits good listening and comprehension; keeps others adequately informed; selects and uses appropriate communication methods.

Organizational Support - Follows policies and procedures; completes administrative tasks correctly and on time; supports organization's goals and values; supports affirmative action and respects diversity.

Adaptability - Adapts to changes in the work environment; manages competing demands; changes approach or method to best fit the situation; able to deal with frequent change, delays, or unexpected events.

Dependability - Follows instructions, responds to management direction; takes responsibility for own actions; keeps commitments; completes tasks on time or notifies appropriate person with an alternate plan.

Qualifications: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Education: High School Diploma or its equivalent and 0 – 2 years of experience.

Language Ability:

- Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals.
- Ability to write routine reports and correspondence.
- Ability to speak effectively before groups of customers or employees of organization.

Math Ability:

- Ability to calculate figures and amounts such as discounts, and percentages.
- Ability to apply concepts of basic math.

Reasoning Ability:

- Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists.
- Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

Computer Skills: To perform this job successfully, an individual should have knowledge of Internet software; Word Processing software; Microsoft Office Suite (Excel, Word, PowerPoint, Outlook).

Work Environment: The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The noise level in the work environment is usually moderate.

Physical Demands: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this Job, the employee is regularly required to walk; sit and talk or hear. The employee is occasionally required to stand. The employee must frequently lift and/or move up to 25 pounds.

The above job description is not intended to be an all-inclusive list of duties and standards of the position. Incumbents will follow any other instructions, and perform any other related duties, as assigned by their supervisor.