

JOB TITLE

Clerk

REPORTS TO

Administrative Manager

JOB DUTIES

The Clerk will be required to perform various administrative and clerical tasks to support the functioning of the Administration Department and will be required to undertake a variety of activities in the office ranging from filing and answering the phone to basic record keeping.

The officer must be reliable and hardworking with great communication skills and must be familiar with office equipment and procedures.

- Maintain files and records so they remain updated and easily accessible
- Sort and distribute incoming mail and prepare outgoing mail (envelopes, packages, etc.)
- Answer the phone to take messages or redirect calls to appropriate colleagues
- Utilize office appliances such as photocopier, printers etc. and computers for word processing, spreadsheet creation etc.
- Undertake basic record keeping tasks
- Assist in office management and organization procedures
- Monitor stocks of office supplies (stationery etc.) and report when there are shortages
- Perform other office duties as assigned
- Maintaining files and records so they remain updated and easily accessible
- Sorting and distributing incoming mail and prepare outgoing mail

QUALIFICATIONS, KNOWLEDGE & EXPERIENCE

- High school diploma or equivalent qualification.
- A minimum of two (2) years' experience in a clerical position.
- Strong knowledge of office procedures and basic accounting processes.
- Proficiency with MS Office.
- Outstanding communication and organizational skills.
- Must be a fast typist with excellent multi-tasking abilities.

- **PERSONAL CHARACTERISTICS**

- Dependability/reliability
- Punctuality, commitment and courtesy.
- Flexibility to adapt to changing priorities
- Excellent verbal and written communication skills.
- Ability to maintain confidential and sensitive information.
- Familiarity with, or ability to quickly learn, basic office and clerical procedures and equipment.