



Career Opportunity Summary

Office Clerk

Job Summary

We are seeking a reliable and organized Office Clerk to perform a variety of administrative and clerical tasks to support daily office operations. The ideal candidate will be detail-oriented, efficient, and able to handle multiple responsibilities.

Key Responsibilities

- Perform general office duties such as filing, scanning, copying, and data entry. Answer and direct emails, and other communications
- Maintain and update records, files, and databases accurately
- Assist in preparing documents, reports, and correspondence
- Handle incoming and outgoing mail and deliveries
- Order and organize office supplies as needed
- Assist other staff members with administrative tasks as required
- Maintain confidentiality of sensitive information

Qualifications

- High school diploma or equivalent required
- Previous clerical or administrative experience preferred
- Basic computer skills (Microsoft Office, email, data entry systems)
- Strong organizational and multitasking abilities
- Good communication and customer service skills
- Attention to detail and accuracy
- Ability to work independently and as part of a team

