



# Office Clerk

The OC will be responsible for all office procedures and other tasks, as assigned. The perfect individual for this position is one who has a superior command of Microsoft Office applications, a great telephone voice, and excellent customer service skills. This person must also be able to follow instructions, work autonomously in the absence of direct supervision, and keep the office running smoothly. Sales experience is a definite plus! Should also possess a driver's license and clean driving record.

## Duties:

- answer, screen and transfer inbound phone calls
- receive and direct visitors and clients
- general clerical duties including photocopying, fax and mailing
- maintain electronic and hard copy filing system
- retrieve documents from filing system
- handle requests for information and data
- resolve administrative problems and inquiries
- prepare written responses to routine inquiries
- prepare and modify documents including correspondence, reports, drafts, memos and emails
- schedule and coordinate walkthroughs, meetings, appointments and cleaning calendar
- prepare meeting agenda and work schedules
- record, compile, transcribe and distribute minutes of meetings
- open, sort and distribute incoming correspondence
- maintain office and cleaning supply inventories
- coordinate maintenance of office equipment
- coordinate and maintain records for clients, staff, telephones, and petty cash
- maintain Internet job postings, Website updates, marketing materials
- run errands/trips to other offices
- keep office tidy
- check-in/out service vehicles and distribute/collect keys
- other duties as assigned

## Required Skills:

- computer skills and knowledge of relevant software
- knowledge of standard office equipment
- knowledge of clerical procedures and record keeping
- knowledge of principles and practices of basic office management

**Training/Education/Experience:** High School Diploma/GED and 1 year experience

**Physical Qualifications:** Requires fatiguing work, such as sitting, staring into computer monitor, typing, answering telephones, running errands, lifting.

**Job Type:** Full-Time 7:30am – 4:30pm Monday – Friday. No Weekends.

**Compensation:** \$12.00/hourly

**Office Location:** Florence, SC

