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| **JOB DESCRIPTION** |
| **DATE:**  |
| COMPANY: |  | JOB TITLE: | OFFICE CLERK, GENERAL |
| DEPARTMENT: |  | CURRENT INCUMBENT: |  |
| DIRECT SUBORDINATES: |  | INDIRECT SUBORDINATES: |  |
| BRIEF DESCRIPTION: | The post of an office clerk entails performing various tasks requiring limited knowledge of office management systems and procedures: drafting and proofreading documents, maintaining filing systems, managing agendas, supporting the administration in business management, filling out forms, performing accounting tasks and training staff. |
| QUALIFICATIONS & REQUIREMENTS: | * A high school diploma or equivalent;
* Ability to give full attention to what other people are saying, to be aware of others' reactions and understand why they react as they do, and to manage one's own time.
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| COMPETENCIES: | * Dependability — Job requires being reliable, responsible, and dependable, and fulfilling obligations.
* Integrity — Job requires being honest and ethical.
* Attention to Detail — Job requires being careful about detail and thorough in completing work tasks.
* Cooperation — Job requires being pleasant with others on the job and displaying a good-natured, cooperative attitude.
* Self Control — Job requires maintaining composure, keeping emotions in check, controlling anger, and avoiding aggressive behaviour, even in very difficult situations.
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| TASKS: | * Manage inventory of office supplies and stationery;
* Handle the booking of conference rooms and material resources;
* Formulate agendas, attend meetings, record and transcribe reports, and organise travel arrangements for staff;
* Formulate and advance expenses account applications;
* Print, bind and distribute documents for external and internal customers;
* Continue with the formatting and final proofreading of documents;
* Examine records or documents to locate information;
* Assist the administrative team in achieving their goals;
* Train staff in administrative tasks, such as using computer applications;
* Verify the accuracy of data and other information in the records and reports;
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| LINES OF COMMUNICATION: | SPECIFY |
| WORKING CONDITIONS: |  Indicate whether the position is half time or full time. List any unique working conditions such as hours etc. |
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| SIGNATORIES: |  |
|  | NAME: | DATE: | SIGNATURE: |
| INCUMBENT: |  |  |  |
| LINE MANAGER: |  |  |  |
| HR MANAGER: |  |  |  |