

General Operations Clerk

Nature and Scope of the Position

The position is responsible for performing clerical duties for various departments as assigned. Must be able to communicate with internal or external customers by telephone or via e-mail in a prompt and courteous manner.

Summary of Job Duties)

Perform routine and complex clerical duties as assigned. Will assist others in updating reports, operate personal computers and various software. May have internal and external customer contact.

Typical Duties

1. Perform clerical duties for various departments which may include (i.e., prepare reports based on computer-generated information and other sources such as WMIS, CCS, and other applications, requisitioning material, purchase orders, related SAP activities, and completion and maintenance of PUC required documentation), via personal computer or manually.
2. Prepare documents, correspondence, and forms. This includes maintenance of departmental records and inventories by updating any changes in the appropriate systems.
3. Complete and/or update departmental reports based on computer-generated information, written logs, and other sources where required; input data into the appropriate Computer Systems where required.
4. Prepare outgoing mail for interoffice or external delivery.

Education & Training

- High school diploma or equivalent.

Qualifications

- General clerical skills (i.e., filing, copying, answering telephone, etc.)
- Basic keyboard knowledge and skills required.
- Working knowledge of personal computers and software (Microsoft, etc.) desirable.
- Knowledge of basic math required.
- A general knowledge of company policies, procedures and operations is desirable.
- Previous customer contact experience helpful