

Job Description: Clerical Assistant

Position Overview:

We are seeking a detail-oriented and proactive **Clerical Assistant** to join our team. The ideal candidate will provide vital support to ensure the smooth operation of daily office activities. This role involves managing and organizing documents, handling data entry, and supporting administrative functions while maintaining professionalism and efficiency.

Key Responsibilities:

Document Management:

- Organize, maintain, and retrieve paper and electronic files.
- Ensure documents are accurately labeled, categorized, and stored for easy access.
- Regularly update and audit filing systems to maintain efficiency.

Data Entry and Correspondence:

- Enter, update, and maintain accurate records in databases and spreadsheets.
- Handle incoming and outgoing correspondence, including emails, letters, and memos.
- Review and proofread documents for accuracy and completeness before distribution.

Administrative Support:


- Schedule meetings, appointments, and maintain calendars for team members.
- Assist in preparing reports, presentations, and other office materials.
- Coordinate office supplies inventory, ensuring timely orders and restocking.



Day-to-Day Office Tasks:

- Answer and direct phone calls and inquiries in a professional manner.
 - Greet and assist visitors, ensuring a welcoming office environment.
 - Support team members with general office duties, including photocopying, scanning, and mailing.
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Requirements:

Core Skills and Qualifications:

-  **Strong Organizational Skills:** Ability to prioritize tasks, multitask effectively, and maintain attention to detail.

-  **Proficiency in Microsoft Office Suite:** Skilled in Word, Excel, PowerPoint, and Outlook.
-  **Excellent Communication Skills:** Strong verbal and written communication abilities, with a customer-service mindset.

Preferred Experience:

-  **Previous Administrative Experience:** Prior experience in a clerical or administrative role is an asset but not mandatory.

Personal Attributes:

- Proactive and able to work both independently and as part of a team.
 - Discrete and trustworthy, especially when handling sensitive or confidential information.
 - Positive attitude, adaptability, and willingness to learn new processes or tools.
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Benefits:

- Competitive salary based on experience.
- Opportunities for professional development and training.
- Supportive work environment with room for growth.

Join our team and become a key contributor to our success by ensuring seamless office operations!