JOB DESCRIPTION

| **Title** | OFFICE CLERK |
| --- | --- |
| **Reports To** | [INSERT TITLE] |

**Job Purpose**

The Office Clerk at [ORGANIZATION NAME] plays a crucial role in maintaining the efficiency of our office operations. This individual is responsible for a variety of office tasks, including paperwork filing, completing customs forms on web portals, and providing administrative support to ensure smooth daily operations. With a requirement for minimal accounting knowledge and the ability to perform some lifting tasks, this role is integral to our team.

The Office Clerk works under the direction of the Admin Secretary and Office Manager, ensuring that all administrative tasks are completed accurately and in a timely manner.

**Duties and Responsibilities**

* Complete paperwork and file documents accurately and efficiently.
* Ensure the destruction of private information, following the retention schedule.
* Complete customs forms via web portals; retaining the records and attaching them to the appropriate paperwork.
* Provide administrative support to the Admin Secretary and Office Manager.
* Assist in handling phone calls, emails, and other forms of communication.
* Maintain an organized work environment, ensuring that all necessary supplies are available and in good condition.
* Assist in accounting duties, including accounts payable and receivable and serve as a backup for payroll processing.
* Transfer paperwork to the appropriate storage areas; lifting the boxes to the appropriate shelving units.
	+ Ensure office supplies are adequately stocked.
* Full-in as needed for reception and/or secretarial duties.
* Perform some lifting tasks as part of daily responsibilities.
* Perform other related duties as required.

 **Qualifications**

* Secondary school or General Education Diploma (GED) is an asset/required.
* Previous experience working in an office setting is preferred.
* Post-secondary education in operations or administration is an asset.
* Bilingual proficiency in English and French is an asset.
* Proficiency in using office equipment and software, e.g., Microsoft Office, specifically Excel.
* Basic knowledge of accounting principles is a plus.

 **Core Competencies**

* Strong organizational and time management skills.
* Excellent communication and interpersonal skills.
* Ability to lift and handle office supplies and documents.
* Excellent multi-tasking skills.
* Must be able to prioritize job duties.
* Excellent attention to detail and compliance with regulations.

 **Working Conditions**

* The standard work week for this position is insert #] hours.
* The standard business hours for this position are[insert core hours].
* Overtime may be required.
* This position is based in an office environment.
* May require sitting/standing, facing screens, and using phones for extended periods of time.
* Some lifting tasks up to (XX) pounds are part of the daily responsibilities.