

### CE Project Job Description: Clerical Assistant

Job Title:	Clerical Assistant		
Tasks	Skills	Y	N
1. Filing	<ul style="list-style-type: none"> <li>• Correctly placing documents into appropriate folders on a regular basis.</li> <li>• Maintaining files in proper order.</li> <li>• Maintaining records of where files are located.</li> <li>• Maintaining security of files in line with FOI act</li> <li>• Screening of telephone calls and appropriate action</li> <li>• Cooperate and work in harmony with other admin assistants, teams, disciplines.</li> </ul>		
2. Photocopying	<ul style="list-style-type: none"> <li>• Using the photocopying machine correctly for the task at hand.</li> </ul>		
3. Telephone	<ul style="list-style-type: none"> <li>• Screening of telephone calls and appropriate action.</li> <li>• Making outgoing calls.</li> <li>• Maintain good telephone manner.</li> <li>• Ensure message follow up.</li> </ul>		
4. Computer Applications	<ul style="list-style-type: none"> <li>• Basic computer skills – use functions to access software, save/retrieve/edit documents.</li> <li>• Word-processing – produce documents to acceptable standards, i.e., letters, timetables, schedules, rosters, etc.</li> <li>• Spreadsheets – utilise spreadsheets for the production of e.g., statistics, wages, stock control, etc.</li> <li>• Email and Internet – access email and the Internet. Manage folders, send, receive and retrieve emails.</li> <li>• Printing documents, as appropriate.</li> </ul>		
5. Post	<ul style="list-style-type: none"> <li>• Opening incoming post and date stamping all items and logging them, as appropriate.</li> <li>• Sort items for delivery to relevant persons</li> <li>• Addressing items for dispatch.</li> </ul>		

Updated : 09/10/2017