

General Office Clerk- Part-time

Job Summary

Responsible for performing clerical and administrative support duties in an office setting.

Primary responsibilities

- Create KPIs for our Sales team by entering data into the GrowthForce KPI Template in Excel, following the GrowthForce KPI procedures.
- Manage databases and input information, data, and records.
- Combine PowerPoint presentations with transcriptions; maintain file library.
- & managing digital content.
- Assist in preparing information and research materials for Marketing Dept.
- Assist in filing duties.
- Operate office machines, such as photocopiers and scanners, facsimile machines, voice mail systems and personal computers.
- Sort and distribute incoming mail.
- Assist in stocking office supplies.
- Perform other office and administrative duties as assigned.

Requirements

- Ability to operate a computer, Windows-based software, and databases.
- Handling of confidential and sensitive material in a highly professional manner
- Familiarity with office procedures and basic accounting principles