

## General Office Clerk

**Benefits:** Candidates on temporary assignment may qualify for our competitive benefits package which includes group health, life and disability insurance and voluntary benefits such as retirement savings and holiday pay.

**Salary range:** \$15.00 to \$17.00 hourly  
**Employment status:** Contract / Temporary

### Description

There is an excellent career opportunity being offered by Robert Half for a highly motivated, self-starting General Office Clerk. The General Office Clerk will be responsible for performing various administrative support tasks, including operating office equipment and completing general clerical work.

Your responsibilities in this role

- Provide support on diverse employee projects as necessary
- Drafting correspondence that conform to prescribed style and format
- Supporting the duties of the front desk and reception
- Manage telephone calls, including receiving and placing
- Provide a warm environment to customers
- Interface with customers in a friendly manner and provide service quickly and accurately
- All tasks related to: word processing, data entry, filing, scanning, faxing, and copying

### Requirements

- High school diploma or equivalent
- Knowledge of Word and Excel
- Strong time management and organizational skills
- Ability to handle multiple tasks to prioritize needs and expedite tasks upon request
- navigating basic office equipment and protocols experience
- Familiar with handling office equipment
- 1 year of Office Clerk experience recommended
- Strong communication skills and able to receive criticism well
- Be creative, adaptive, and eager to learn new technical skill sets

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Questions? Call your local office at 1.888.490.4154. Robert Half will consider qualified applicants with criminal histories in a manner consistent with the requirements of the San Francisco Fair Chance Ordinance. All applicants applying for U.S. job openings must be authorized to work in the United States. Benefits are available to temporary professionals. Visit <https://roberthalf.gobenefits.net/> for more information.

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**This Job Posting will expire in 10 days.**