

File 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: \$16.00 to \$17.00 hourly
Employment status: Contract / Temporary

Description

If you are looking for work in the Industrial industry and are motivated and self-starting, you might be interested to hear that Robert Half is seeking a File Clerk who loves organization and order and desires to work in the Industrial industry. This File Clerk position is for someone who can perform various basic clerical tasks, including managing and maintaining physical and digital filing systems, operating office equipment, and completing general office work. This is a **short-term contract File Clerk role**, located in the **Reston, Virginia** area.

Responsibilities

- Faxing, archiving, scanning, filing, and word processing
- Support and coordinate assistance with other employees on diverse projects
- Arranging high volume of letters, memoranda, invoices and other indexed documents within specified guidelines
- Providing quality control to ensure the documents were properly filed
- According to specific timelines, retrieve and collect data
- Answering questions about records and files
- Manage files from departments and employees by gathering and indexing

Requirements

- Knowledge of Word and Excel
- Comprehensive knowledge of Document Scanning
- Upload Documents experience
- Electronic Document Management experience required
- Experience with scanner
- Paper Files experience
- Demonstrated flexibility to adapt to changes in procedures

- Ability to multitask and attention to detail are critical
- Strong communication and social skills and able to receive criticism well
- Applicants must hold a high school diploma or equivalent
- Highly organized, attentive, has a sense of urgency, flexible and able to deal with frequent interruptions and changing priorities

-Robert Half is the world's first and largest specialized talent solutions firm that connects highly qualified job seekers to opportunities at great companies. We offer contract, temporary and permanent placement solutions for finance and accounting, technology, marketing and creative, legal, and administrative and customer support roles.

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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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Please contact Ernst & Young at 866-834-5115 with any questions. Thank you for your assistance.

This Job Posting will expire in 10 days.