

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

### Description

You are encouraged to apply for this position if you are a highly motivated self-starter who loves organization and order. You might be a great fit for this File Clerk position! To succeed in this File Clerk position, you will need to be able to perform various basic clerical tasks, including managing and maintaining physical and digital filing systems, operating office equipment, and completing general office work. You might be right for this short-term contract / temporary role, if you're looking for a File Clerk position in the Dulles, VA area.

What you get to do every single day

- Faxing, archiving, scanning, filing, and word processing
- Answering questions about records and files
- According to specified guidelines, order high volume of letters, memoranda, invoices, and other indexed documents
- Manage quality control of documents to ensure proper filing
- Handle and support diverse projects on the behalf of other employees
- According to specific timelines, retrieve and collect data
- Coordinate file gathering and indexing with various departments and employees

### Requirements

- Excellent oral and written communication skills
- Ability to multitask and communicate effectively with individuals of all backgrounds
- Comprehensive knowledge of Administrative Assistance
- Be able to adapt and thrive in constantly changing environments
- Experience with Word and Excel
- Please apply with a high school diploma or its equivalent
- Demonstrated ability handling office equipment

- 1+ years of File Clerk experience at minimum preferred

- Highly organized, attentive, has a sense of urgency, flexible and able to deal with frequent interruptions and changing priorities

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