

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 \$16.00 hourly
Employment status: Contract / Temporary

Description

If you love organization and order, and are a highly motivated self-starter, this might be the job for you. You might find this File Clerk position to be an excellent opportunity! The File Clerk will be responsible for performing various basic clerical tasks, including managing and maintaining physical and digital filing systems, operating office equipment, and completing general office work. The File Clerk role will be located in Herndon, Virginia and is a short-term contract opportunity.

The role is 100% in office

How you will make an impact

- Intake of questions regarding records and files
- Word processing, filing, scanning, archiving and faxing
- Arranging high volume of letters, memoranda, invoices and other indexed documents within specified guidelines
- Using allotted time frames, retrieve data
- Gathering and indexing materials to be filed from departments and employees
- Support and coordinate assistance with other employees on diverse projects
- Providing quality control to ensure the documents were properly filed

The role will consist of standing, sitting, filing, moving boxes

Requirements

- Strong organization skills
- Great written, verbal, and interpersonal skills
- Applicants should apply with a high school diploma or equivalent
- Ability to multitask effectively
- Foundational knowledge in Document Scanning

- Organizing Files experience highly preferred
- Capable of handling office equipment
- Flexibility to adapt to changes in procedures and job assignments
- Basic computer skills, including Word and Excel

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