

## JOB DESCRIPTION

**POSITION TITLE:** OFFICE CLERK

**REPORTS TO:** OFFICE MANAGER

**DEPARTMENT:** OFFICE MANAGEMENT

**HOURS OF WORK:** FLEXIBLE HOURS / SUNDAY TO SATURDAY

**ISSUE DATE:** JANUARY 11, 2013

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### JOB PURPOSE / OBJECTIVES

Perform general administrative tasks to improve and streamline the operations of the office and of the business as a whole. Assist other team members in accomplishing their tasks or projects in a timely manner as required using quality standards to meet management expectations. Support management using all of your existing skills and abilities as required. Learn new processes and develop additional skills as required. Assist in presentations.

### Key Responsibilities Listed in Order of Importance

#### Activity 1: Mail Processing and Filing

- Bring in, open, date stamp, record and distribute the mail
- Shred junk mail
- File documents

#### Activity 2: Document Processing

- Printing, Scanning, Faxing, Copying
- Stapling, Folding, Stuffing Envelopes, Addressing/ Labelling, Applying Postage...
- Labeling File Folders and Boxes...

#### Activity 3: Organise, Track and Manage Information

- Data Files, eMails, Voice Recordings, Time Sheets, Financials, Office...
- Files (Capital Box, Contracts, Resolutions, Minutes, Corporate Record Books...)
- Leads, Contacts, Team Members and Clients from directories, cards and web sites...

**Activity 4: Other Office Tasks**

- Data Entry
- Complete and Track Different Forms
- Take and Make Calls
- Transcribing

**Activity 5: Common Responsibilities for All Positions**

- Assist in the Capital Raising process
- Bring in leads for new Team Members, Capital Scouts, Investors and other leads as the network develops
- Provide superior customer service at all time
- Participate in marketing and sales as required
- Assist other team members in other positions as required and perform their tasks and duties where possible when they are not available
- Keep accurate, complete and current time sheets
- Perform other actions that bring the company closer to the corporate vision
- Participate in Team Building Exercises and Code of Honour Exercises
- Take Part in Community Service Activities
- Other Duties as Required

**EDUCATION AND EXPERIENCE**

Incumbent must have a grade twelve diploma or G.E.D. equivalent. Additional related training through a career collage would be preferred. Prior office experience is an asset. Experience using Microsoft Office, Windows and email are required. Experience with other applications and resources such as printers, scanners, web browsers would be preferred.

**PHYSICAL CAPABILITIES**

Extended sitting and computer use with some light lifting. Independent mobility is an asset. The ability to ascend and descent a flight of stairs is a requirement.

**OTHER DETAILS**

Until the business moves into a commercial office space, some of the work for this position may be done at home. Access to a vehicle and a valid driver's license is an asset. You will need to be able to work independently.

## Office Clerk – Job Description



Accurate and Timely Reports, Time Sheets and Record Keeping are a must. Attention to detail is a must. Accurate spelling, grammar and punctuation are expected in written communication.

This position may lead to a paid part time, full time or salaried position depending on performance, ability, qualifications, work ethic, business performance and interest on the part of the applicant.

**Note:** This position is available for volunteers, interns and independent out-sourced contractors who are willing to be compensated with deferred payments. Participants will be entered in our exclusive Loyalty Rewards Program.

This is a general job description of the main functions of the position and is not intended to cover all of the detail of the work requirements.