



An administrative clerk typically handles various clerical and organizational tasks to support the efficient operation of an office. Here's an overview of common duties:

- 1. Filing and Record Keeping: Organizing, maintaining, and updating files, records, and documents (physical and digital).***
- 2. Data Entry: Inputting and updating information in databases, spreadsheets, or systems (such as resident information, reports, invoices, etc.).***
- 3. Answering Phones and Emails: Handling incoming calls and emails, directing them to the right department or person, and responding to inquiries.***
- 4. Greeting Visitors: Acting as the first point of contact, greeting visitors, and ensuring they are attended to.***
- 5. Scheduling and Calendar Management: Assisting with scheduling appointments, meetings, and keeping track of deadlines.***
- 6. Mail and Correspondence: Sorting and distributing incoming mail, preparing outgoing mail, and managing shipments.***
- 7. Document Preparation: Drafting letters, memos, reports, and other correspondence, as well as proofreading and formatting documents.***
- 8. Office Supplies: Monitoring and ordering office supplies, ensuring the office has the necessary materials.***
- 9. Billing and Invoices: Assisting with processing invoices, tracking payments, and maintaining financial records.***
- 10. Customer Service: Assisting clients or residents (in the context of property management) with inquiries or issues they may have.***
- 11. Report Preparation: Assisting with the creation of various reports, such as daily, weekly, or monthly administrative reports.***
- 12. Supporting Management: Providing general administrative support to management and other staff as needed.***