

Senior Clerk Job Description

Our company is growing rapidly and is looking for a senior clerk. Thank you in advance for taking a look at the list of responsibilities and qualifications. We look forward to reviewing your resume.

Responsibilities for senior clerk

- Understand the Company's Quality Policy and how it relates to this job
- Understand the relevance and importance of the Quality activities and how they relate to achieving the Quality objectives
- Be aware of OSHA and EPA laws and regulations the Company's Plant Rules and Regulations that pertain to this job
- Work in a safe manner and observe all company EHS procedures
- Follow safe equipment operating procedures and only operate equipment when guards are in place and in good condition
- Know that the company EHS procedures are contained in reference books, such as, Plant Rules and Regulations, and Material Safety Data Sheets, which are located in the Foreman's area
- Immediately notify the Foreman/Shift Foreman/Group Leader if there is any safety hazard, any equipment not operating correctly, or if there are any questions regarding EHS procedures
- Validate daily consumption in MES and SAP and manually hand key all items that error out on consumption reports
- Work directly with operations to understand and improve operational results
- Prepares miscellaneous sales invoicing, month-end accruals, and routine clerical/ analytical activities

Qualifications for senior clerk

- Skill in the use of Microsoft Windows based computer software, HMS and FMMIS
- At least one year of experience working in a doctor's office handling confidential information including patient medical records
- Knowledge and understanding principals and importance of customer service
- Ability to speak clearly and politely
- Knowledge of HIPPA rules and regulations
- Ability to frequently use telephone, computer, copier and small hand tools

Senior Administrative Services Clerk

J.L. Jacobs & Company



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