

General Office Clerks

General office clerks perform a wide range of general duties, mostly connected with the keeping of office records and routine aspects of legal matters and personnel records. Tasks include :

- recording, preparing, sorting, classifying and filing information-
- keeping address and mailing lists-
- sorting, opening and sending mail- photocopying and faxing documents

Technical Skills

Digital Marketing and Communication
Diversity and Inclusion Management
Health and Wellness Programme Management

Generic Skills

Communication
Digital Literacy
Interpersonal Skills
Service Orientation
Teamwork