

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
- preparing reports and correspondence of a routine nature

**Learn more about the Technical Skills & Generic Skills
for this occupation in the next page.**

Technical Skills

Data Collection and Preparation
Data Management
Employee Communication Management
Data Collection and Preparation
Data Management
Employee Communication Management
Organisational Event Management

Generic Skills

Communication
Digital Literacy
Interpersonal Skills
Service Orientation
Teamwork