

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 few pages.**

Technical Skills

Benefits Management
Compensation Management
Data Collection and Preparation
Data Management
Employee Communication Management
Employee Engagement Management
Human Resource Analytics and Insights
Human Resource Practices Implementation
Human Resource Systems Management
Job Analysis and Evaluation
Onboarding
Organisational Event Management
Performance Management
Selection Management
Skills Framework Adoption
Stakeholder Engagement and Management

Generic Skills

Service Orientation

Communication

Interpersonal Skills

Teamwork

Digital Literacy