

# United Kingdom Jobs Expertini®

## File Clerk

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Company: Helping Hands Community Based Services, Inc.

Location: Par

Category: office-and-administrative-support

### Overview

As a work-from-home file clerk, you will be responsible for organizing and maintaining physical and digital files for the company. This role requires strong organizational skills, attention to detail, and the ability to work independently.

### Key Responsibilities

Organize physical and digital files according to established filing systems.

Scan and upload documents into the digital filing system.

Ensure all files are labeled correctly and stored securely.

Retrieve files as needed for various departments or individuals.

Assist in developing and maintaining efficient filing processes.

Perform regular audits to ensure accuracy and completeness of files.

Maintain confidentiality and data security of all files.

Communicate with team members to fulfill file requests in a timely manner.

Provide administrative support as needed.

## **Qualifications :**

Highschool diploma or equivalent.

Proven experience as a file clerk or similar role is preferred.

Proficiency in using computers and office software (e.g. Microsoft Office suite).

Familiarity with filing systems and recordkeeping processes.

Strong attention to detail and organizational skills.

Ability to work independently and manage time effectively.

Excellent communication skills.

Experience in remote work or ability to work from home effectively.

## **Working Conditions:**

This is a remote position so you will be working from your home office.

Must have a reliable internet connection and necessary equipment (e.g. computer scanner etc.).

Flexible working hours may be required to accommodate different time zones or urgent requests.

Regular communication with team members and supervisors through email phone or online meetings.

If you believe you meet the qualifications and are interested in this position please submit your resume and cover letter highlighting your relevant experience.

file processing, office administration, file handling

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