



Clerical

Job Description

CCLC is a global education and multicultural resource center committed to promoting cross-cultural understanding.

Responsibility

- Answering telephones, greeting clients and visitors;
- Typing and filing correspondence, proposals, reports etc;
- Sorting, date stamping and distribution of mail for annex and responsible for ensuring that outgoing mail is properly prepared and sent;
- Maintain Current Contact lists;
- Ensure that reception desk is covered during working hours.

Time Commitment

This position requires a flexible approach to the work situation.

Skills Required

- Ability to use and/or willingness to learn the use of office equipment, such as photocopier, postage meter, typewriter, computer and adding machine;
- Some familiarity with word processing is necessary;
- Pleasant personality and patience;
- Excellent telephone manner.