

# HALONA PLAZA

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| Job Title: Office Clerk  |
| Department: Office   |
| Revision Date: 5/22/2022   |
| Assessment:<br><a href="https://zunishoppingcenter.insperityassessments.com/groups/41541">https://zunishoppingcenter.insperityassessments.com/groups/41541</a> |

## Position Overview

Office Clerks staff our Service Counter and provide many services to our customers including answering and routing telephone calls, interfacing with existing and prospective lodging guests, solving problems, issuing money orders, cashing checks, overseeing the lapidary counter sales, handling bill payments, and selling convenience items like postage stamps and document copies. They balance cash drawers, prepare store deposits, input invoices, and complete necessary paperwork. Office clerks work with computer, accounting software, adding machines, and cash register systems. In addition, they must be able to perform all duties of a cashier.

## Essential Job Functions

- Become proficient in use of electronic point-of-sale to process transactions
- Become proficient in use of accounting system (Quickbooks) to enter invoices and process transactions
- Balance all grocery and deli cashier check-outs
- Manage lapidary and service counter cash registers
- Interface with existing and prospective lodging guests
- Provide good customer service
- Interact with customers to resolve outstanding issues
- Other Duties as needed

## Requirements

- Computer skills

## Other Skills/Abilities

- Good Communication Skills
- Previous experience with accounting software desired.
- Integrity and honesty
- Develop a positive rapport with customers and co-workers
- Attention to detail and accuracy

NOTE: This job description is not intended to be all-inclusive. Employee may perform other related duties as negotiated to meet the ongoing needs of the organization.