



Documentation Clerk

Job title	Documentation Clerk	Effective date	January 1 st , 2014
Reports to	Documentation Supervisor	Approved by	HR Manager
Work Schedule	Monday - Friday	Day Shift <input checked="" type="checkbox"/> Evening Shift <input type="checkbox"/>	8H00 – 16H30 <input checked="" type="checkbox"/> 8H30 – 17H00 <input checked="" type="checkbox"/> 9H00 – 17H30 <input checked="" type="checkbox"/>

JOB DESCRIPTION

The *Documentation Clerk* performs receives and verifies data entered into computer system to ensures accuracy of all data recorded. The *Documentation Clerk* also invoices orders to the customers.

Note: This Job Description may not encompass the entire scope of this role, as other duties maybe assigned by management.

RESPONSIBILITIES

- Organizes and verifies accuracy of data once it is entered;
- Verifies the accuracy of the entered rates;
- Send extra charges to the customers and collect them before invoicing;
- Compares data entered into computer with data listed on the original document;
- Entering data into the computer systems;
- Conducts spot checks to verify that data is correctly entered;
- Deletes incorrect information, and types in correct information;
- Maintains record of work completed;
- Provides backup to related positions;
- Composes, types, and edits correspondence, reports, memoranda, and other material requiring judgment as to content, accuracy, and completeness;
- Filing documents;
- Send transport documentation to customers under request in a timely manner;
- Performs other related work as required.

POSITION REQUIREMENTS

Education & Experience

- High School diploma required;
- 1-2 years work experience in a general office position, or equivalent.

Knowledge & Qualifications

- Knowledge of MS Office Suite;
- Experience working with computers;

- Experience in Transport Documentation Processing would be an asset.

CORE COMPETENCIES

- Customer Service oriented - meets customer needs in a timely manner;
- Ability to establish and maintain effective working relationships with employees & clients;
- Ability to communicate both orally and in writing;
- Working knowledge of computers; working knowledge of modern office practices and procedures;
- Ability to enter data accurately;
- Ability to establish effective working relationships with employees and supervisors;
- Ability to work efficiently;
- Ability to effectively prioritize and execute tasks in a high-pressure environment;
- Ability to work both independently and in a team-oriented, collaborative environment.

DIRECT REPORTS

- This position has no direct reports.

CONTACT:

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