

CLERICAL

Meaning: Clerical refers to tasks or duties related to office administration, including tasks such as filing, typing, and managing correspondence.

1. The new employee quickly adapted to the clerical responsibilities of the office.
2. Her attention to detail made her an excellent choice for the clerical position.
3. After years of hard work, he was promoted from a clerical role to a management position.
4. The clerical tasks involved filing, data entry, and answering phone calls.
5. She enrolled in a course to improve her clerical skills for better job opportunities.

Source: sentences.whatistheurl.com

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