HOW TO CLERICAL JOBS?

by:
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I have been employed for five years doing almost the same job everyday. It was exciting especially during my first days because I have nailed a job on a government owned agency which is very reputable. My job was something that I can manage since I have already gained the skills and knowledge from years of schooling, it wasn't hard, but it wasn't easy also, it was in the middle; my job is to do clerical tasks.

Clerical jobs are tasks done inside an office, sometimes it involves computer work but often times just yourself. Since I am employed in an office, I have to do the ones working with computer. Clerical works helps the office run smoothly, it involves printing, encoding, copying and sometimes, routing. All of the basic necessities of an industry were done by clerical workers who are also dedicated in carrying out tasks given to them by their superiors. Clerical workers help the office to be organize and in track of the transactions. They are the ones who do the things which their superiors have entrusted.

What is hard about being a clerical worker is that you need to be focus all the time, because the bosses have trusted you to be mentally and physically prepared to do your job every day. They are entrusting you to remind them, to keep them updated, to remember the small things and to log everything to keep it all on hand. If you fail to do even the smallest task, there would be bigger problem that may arise which is sometimes, takes too long to be resolved. We may only do the encoding but sometimes, that is all it takes to carry out the bigger tasks.
One thing that is also hard as a clerical worker is that, we often get credentials from our day-to-day work. We are too far from the spotlight. Our dedications sometimes just felt a little bit irrelevant because we only do the little things, but less they know is that, we have been giving our all to every task we do. But this is the challenge we must face as a clerical worker, that someday we will be given the opportunity to be recognized when we just continue to work hard.

No work is actually easy in this world, what is easy for me is not easy on other people and vice-versa. The only thing that we need to do is to just be better on our job and appreciate ourselves even though others don't appreciate us. No one is irrelevant, every little job is crucial to the operations of an office, industry and company. After all, if we want to be on the spotlight, we need to do the things that would take us there.

References:
https://www.thebalancecareers.com/clerical-skills-list-and-examples-4148486