Downloaded from <https://www.velvetjobs.com/job-descriptions/control-clerk>

# Example of Control Clerk Job Description

Our company is growing rapidly and is hiring for a control clerk. We appreciate you taking the time to review the list of qualifications and to apply for the position. If you don’t fill all of the qualifications, you may still be considered depending on your level of experience.

## Responsibilities for control clerk

* Properly disburses all materials to various locations in the facility as per established route and schedule
* Ensure bin locations are correct and labels reflect current product number, sequence number and catalog number
* Assist in performing cycle counts and inventory counts
* Assist in putting away inventory items in the warehouse
* Accurately completes the replenishment/picking process completing all associated MMIS system software tasks to ensure accurate record keeping
* Assists with compliance with and adheres to regulatory requirements (i.e, TJC, CMS, FDA)
* 1-2 years’ experience and/or training in shipping, receiving, and inventory
* Experience in a customer service setting (Required)
* Proficient with 10 key (Required)
* Valid TX Driver’s License (Required)

## Qualifications for control clerk

* Housekeeping – Maintain tidiness and cleanliness of warehouse
* Must be able to work independently be a team player
* Basic Computer knowledge - Alphanumeric data entry skills
* Good verbal and written communication skils
* Customer Service, Data Entry, Typing 30 WPM (test required)
* Must be able to work a flexible schedule based on volume and business needs (to include nights and weekends)