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

# Example of Desk Clerk Job Description

Our company is growing rapidly and is searching for experienced candidates for the position of desk clerk. If you are looking for an exciting place to work, please take a look at the list of qualifications below.

## Responsibilities for desk clerk

* Allocating and processing all incoming orders
* Processing and allocating priority orders which includes making sure they are pulled and staged for immediate pickup
* Review processed orders and material on the dock to determine if parts are in the appropriate shipping lanes
* Assist in directing shipping methods for orders to be sent out
* Assists in organizing parts for shipments, needs to be familiar with priority parts when organizing the shipments
* Must be able to effectively troubleshoot and problem solve any errors and exceptions in the system (SAP) that revolve around the allocation and pulling of orders
* Ship trailers as necessary for production and service needs
* Must be able to provide possible solutions to problems and multitask with the aid of the Team Leader
* Other work as necessarily required
* Warmly welcome, direct and/or assist visitors in person or on the telephone

## Qualifications for desk clerk

* Complete damaged merchandise/discrepancy paperwork and prepare damaged merchandise for transfer to RTV
* Conduct inventory cycle counts and adjusted stock counts to ensure the accuracy with which supplies are stocked in the warehouse and run daily inventory, productivity and analysis reports for distribution among management staff
* Audit pallets picked to measure accuracy
* Maintain Warehouse Librarian computer database and use it to research and identify product number, obtain SKU number and locate merchandise within the warehouse
* Observe and promote established safety procedures and maintain a clean warehouse environment
* Not currently on any type of disciplinary action