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# Example of Distribution Clerk Job Description

Our company is growing rapidly and is hiring for a distribution 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 distribution clerk

* Perform jam recoveries, restarts and reruns
* Print training manuals
* Package manuals and ship to trainers
* Secure storage of supplies
* Respond promptly and pleasantly to customer requests
* Call appropriate vendors for rental equipment, when needed, and ensure complete tracking from receipt to unit delivery
* Collect, sort, and appropriate disposal of recyclable materials and protected health information
* Conduct accurate inventory counts and data entry utilizing current department technological tools
* Identify damaged or outdated supplies and remove them from inventory, deliver them to the Supervisor or Inventory Control Specialist
* Maintain fiscal accountability through constant vigilance

## Qualifications for distribution clerk

* Remove all external shipping and packing materials from supplies and dispose of those materials promptly and appropriately
* Maintain cleanliness of all work areas
* Finger and hand dexterity is very important
* Collect, package, and process all outgoing corporate mail and shipments from the main corporate campus both off-site offices
* Stock and maintain inventory of corporate break rooms and copy rooms
* Fulfill and deliver corporate employee requests for office supplies provide other various mailroom services