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# Example of Distribution Clerk Job Description

Our innovative and growing company is hiring for a distribution clerk. Thank you in advance for taking a look at the list of responsibilities and qualifications. We look forward to reviewing your resume.

## Responsibilities for distribution clerk

* Responsible for logging and safety of equipment
* Responsible for logging of improvements of all equipment
* Responsible to communicate with management on any problems needing attention
* Reports damaged/suspicious activity of equipment to management
* The Refurb processes paperwork associated with the shipping and receiving of goods and provides administrative support for the Refurbwhen needed
* Run daily reports for the Refurb Department
* Gather, maintain, and file all data and records relative to the refurb center operations
* Answer and screen telephone calls, respond to inquiries
* Work with bin locators
* Receive containers

## Qualifications for distribution clerk

* Able to operate of a forklift
* Involvement in Sarbanes-Oxley internal documentation, testing, and process change management involving operations
* Report and communicate with several levels of management
* Protect organization’s value by maintaining confidentiality of information
* Experience with Voice Pick equipment in a Warehouse - Preferred
* Experience with RF Scan or other equipment in a Warehouse - Preferred