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# Example of Distribution Clerk Job Description

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

## Responsibilities for distribution clerk

* ASN reports
* Maintain focus on elimination of backorders
* Schedule pick ups
* Maintain open order reports through order inquiry and transfer tickets review
* Process orders and enter information regarding all receiving and material movements
* Routinely answer inquires from carriers regarding shipment status
* Maintain current filing systems
* Use computer to process, file and organize vendor paperwork and billing information
* Compile, maintain and run work reports using Microsoft Office
* Follow all standard operating procedures and guidelines to ensure compliance with applicable policy, practices and regulatory requirements including OSHA

## Qualifications for distribution clerk

* Previous record of satisfactory work history
* Mature approach, pragmatic, tenacious with attention to detail
* Assertive, can do, makes things happen attitude
* Passionate and creative thinker, able to translate to pragmatic solutions
* Ability to learn and push yourself to progress with the company
* Performs other related duties as assigned by management staff