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

# Example of Distribution Clerk Job Description

Our company is looking 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

* Play active role in all safety activities including housekeeping
* Be a positive safety role model
* Audit and reconcile receipt of all inbound to insure accuracy of process and material
* Audit and reconcile shipment of all outbound to insure accuracy of process and material
* Participate in monthly and quarterly in-house audits and inventories of customer raw materials and finished goods
* Enter and insure accuracy of BOL and receipt information into customer(s) portals
* Communicate to customers/ vendors via numerous methods shipment detail, spreadsheets info, chep pallet transfers
* Provide back-up support to Receiving Coordinator
* Scan documents into Laser Fiche
* Enter receipts and create Inventory tags for inbound receipts

## Qualifications for distribution clerk

* Knowledge and proficiency in Microsoft Office programs (Outlook, Word, Excel)
* Skill in oral and written communication delegation of work assignments
* Ability to perform data entry tasks
* Ability to react in a professional manner with department heads, nurse managers, supervisors, , when dealing with conflict over materiel distribution issues
* Set up Ship Orders in ICS
* Check in and document parcel shipments