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# Example of Materials Clerk Job Description

Our company is looking for a materials clerk. If you are looking for an exciting place to work, please take a look at the list of qualifications below.

## Responsibilities for materials clerk

* Socking shelves
* Data entry of patient charges
* Receiving freight
* Maintains product flow
* The Raw Materials Receiving Clerk will receive, count, unpack, distribute, and perform data entry for all manufactured goods and services
* The Clerk will also prioritize, coordinate, document, monitor, and report daily raw material, subcontract, MRO, components, and packaging activity
* The Clerk may also cut raw material samples, verify materials received in the appropriate condition and deliver materials to the designated areas
* Preparation of materials, product and other supplies for shipment per authorized requests will also be done by the Clerk
* All of these duties will be done while adhering to applicable Standard Operating Procedures and Work Instructions and Training Guides
* The Clerk may work independently while interfacing with internal and external customers within production, quality, purchasing, production control, and freight carriers

## Qualifications for materials clerk

* Previous experience in Material Management preferred
* Demonstrate moderate ability using Microsoft Word & Excel & at least minimal proficiency using Microsoft Access
* Demonstrate moderate ability to access the Internet & use email
* Demonstrate all competencies in assigned tasks during probationary period
* Transport self between locations if assigned float position
* Deal w/ problems involving several concrete variables in or from standardized situations