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# Example of Materials Clerk Job Description

Our company is growing rapidly and is looking for a materials clerk. Please review the list of responsibilities and qualifications. While this is our ideal list, we will consider candidates that do not necessarily have all of the qualifications, but have sufficient experience and talent.

## Responsibilities for materials clerk

* The Raw Material Receiving Clerk reports to the Supervisor of Production Control and Materials
* Ability to read and interpret documents such as
* External Logistics - Preparation of all needed dispatch documents (e
* Maintain storeroom and PAR labels in appropriate condition so there are no issues scanning products
* Invoice processing, which includes an electronic 3 way match system and a paper 2 way match
* Manual invoice entry into Oracle AP system
* Statement review and issue resolution
* Supports inventory management models that minimize holding costs, maximize fill rates and optimize official, perpetual inventory penetration
* Oversees annual physical inventories
* Works with Materials Management to maintain variances between actual, computer and GL values at a level within guidelines established by the Manager

## Qualifications for materials clerk

* Read, interpret & communicate material management principles
* Write reports w/ proper format, punctuation, spelling & grammar, using all parts of speech
* Compute par levels, tax, freight charges, selling price or recharge amounts, ratio, proportions & percentages
* Calculate surfaces, volumes, weights & measures
* Communicate via telephone or in person w/ poise, voice control & confidence using correct English & well-modulated voice
* Ability to communicate in a language other than English preferred