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

# Example of Materials Clerk Job Description

Our growing company is looking for a materials 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 materials clerk

* Performs clerical duties related to the allocation, distribution, substitution and administration of materials in inventory, warehouse or stock
* Coordinate MRB meetings on a weekly basis to review the disposition for non-conforming materials
* Maintain correct inventory on all parts for assemblies to accurately track in-house part stock
* Coordinate any necessary repairs to defective parts to ensure corrective measures are taken
* Release repaired material to the appropriate department for production continuance or to the shipping department to ensure NCM material is returned to the supplier
* Issue a Supplier Corrective Action Request (SCAR) letter to suppliers to inform the supplier of non-confirming material occurrences in order to control the supplier rating conformance reports to maintain quality parts from supplier
* Log in Non-Conforming Material Discrepancy Report (NCMDR) information into the computer system to maintain current information on defective parts
* Review, file and distribute proper documentation regarding defective parts to appropriate departments to process or return defective parts
* Review all non-conforming materials from production or receiving and verify the infomration associated with the material is accurate to ensure proper processing of the material
* Ensure all NCM materials are in a secured designated NCM lock up area on the production floor warehouse to ensure items are not used for production purposes

## Qualifications for materials clerk

* Minimum one (1) year experience as a Materials Management Clerk or similar position
* Demonstrated ability to prioritize multiple tasks, goals and objectives of self and team highly preferred
* Obtain certifications and qualifications required to perform job, including hazardous material handling training
* Being available for extended workday and workweek overtime
* Must possess knowledge of inspection/examination procedures for classified/sensitive material
* One year of shipping, receiving, or distribution experience