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# Example of Quality Control Clerk Job Description

Our innovative and growing company is searching for experienced candidates for the position of quality control clerk. We appreciate you taking the time to review the list of qualifications and to apply for the position. If you don’t fill all of the qualifications, you may still be considered depending on your level of experience.

## Responsibilities for quality control clerk

* Assist in verifying and reconciling jobs that are out of balance or short of material
* Demonstrate ability to work effectively in teams and learn new procedures/ applications as required
* Communicate daily with the buyers and warehouse manager on all issues related to perishable items
* Organize and identify the mail to be processed by grouping letters, flats and postcards, and separating the mail that has been quality checked from mail that has not been checked
* Review pickup slips received from driver’s route to ensure all slips have been received and reviews container count
* Recognize Multi Line Optical Character Reader compatible mail, overweights, Fastforward and non-Fastforward mail to organize for proper processing
* Identify customers’ mail by using meter lists and other tools
* Data Entry - Specific to their needs
* The worker ill be going out onto the production floor
* SAP trained and knowledge on basic navigation

## Qualifications for quality control clerk

* 6-12 months previous experience working with the mail and USPS requirements preferred
* Quality control checking items picked
* SAP 53210 account review - researching and balancing of Inventory adjustments
* Prepare Inventory adjustment research checklist on all items unresolved
* Collects, evaluates, and reports data in order to manage cycle count defects
* Trained in all SCIMAN functions - receiving, put away, order filling, shipping