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# Example of Supply Clerk Job Description

Our innovative and growing company is looking to fill the role of supply 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 supply clerk

* Researches reject management notices to determine the cause
* Provides information to the Shaw Stock Control Element for procurement of items
* Conducts inventories
* Maintains file to support inventory adjustments
* Updates SBSS and WRMMS
* Initiates and processes turn-in requests for expendable and equipment items
* Updates detail records’ listings or expenses assets
* Processes transactions to ensure asset accountability is maintained
* Processes unserviceable/unneeded assets to DRMO, and maintain master copy of custody receipt listings when tasked
* Parts acquisition and stores management

## Qualifications for supply clerk

* Shutdown parts acquisitions
* Assisting with CMMS management
* Demonstrates the ability to lead projects and/or work groups
* Demonstrates the ability to make sound decisions and use problem-solving tools
* Be able to coordinate projects and communicate results
* Candidate would possess good interpersonal skills and the ability to work within a team oriented environment