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# Example of Supply Clerk Job Description

Our company is growing rapidly and is hiring for a supply 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 supply clerk

* Respond to a variety of requests for information from employees, vendors
* Supply Distribution-Delivers and stores supplies in appropriate location per department guidelines with established time frames
* Ancillary Support/Coverage– Provides support and coverage in areas assigned
* Perform administrative duties including invoice validation, coding, and submission
* Compile several weekly shipment detail freight reports
* Assist with reporting to track freight metrics and costs
* Responsible for purchasing Fulfillment Center supplies, keeping detailed data about spend against budget
* Assist Director of Operations in building FC supply budget based on data and knowledge of operations
* Tracking Fulfillment Center supply inventory
* Point of contact to respond to freight/customs questions from internal Care team and external carrier partners

## Qualifications for supply clerk

* Prior Purchasing experience a plus
* Receive/stock inventory into Warehouse
* Pull/distribute inventory
* Assist planning group with resolving any PRS inventory issues
* Assist Lead Planner with adherence to shipping processes/policies
* Update MRP system with component location and quantities