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# Example of Warehouse Clerk Job Description

Our growing company is hiring for a warehouse 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 warehouse clerk

* Pulls requested material from stock
* Provides customer service to Technicians and Engineers seeking parts
* Issues tools from Tool Cage
* Maintains equipment by performing preventive maintenance checks
* Perform physical inventory counts on a monthly basis and as required
* Perform cycle counts on a regular basis
* Drive a golf cart, lift equipment, forklift, and pickup truck
* Carry out tasks as assigned by the warehouse manager
* Assist with deliveries as needed
* Provision of parts and components at the set-up workplace according to clear specifications

## Qualifications for warehouse clerk

* Ideal candidate will have prior experience in inventories of a warehouse or manufacturing environment
* Work outside of regular scheduled hours may be necessary
* Experience with shipping/receiving preferred
* Must have basic computer skills (email, word processing)
* Must be able to operate basic office equipment (fax machine, copy machine)
* Using software to research the history of the parts and locating manufacturing/inspection and traceability records