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# Example of Warehouse Clerk Job Description

Our company is growing rapidly and is looking for a warehouse 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 warehouse clerk

* Receive all product items and process as per purchase order instructions
* Maintain accurate receiving and cert documentation for all valuations of parts
* Process all part pulls, both repair and engine, timely and accurately
* Accurately maintain the Kanban system within SAP
* Notify the provisioning team of any potential part shortages
* Professionally and proficiently process all parts requests
* Process all refill requests within 24 hours
* Properly label all parts issued and store accordingly
* Create store room sales orders and route as required
* Perform the audit trail verification

## Qualifications for warehouse clerk

* Coordinating the physical movement of parts to next process steps
* Attending daily progress review meetings
* Possess intermediate computer skills (typing, searching, printing, copying and pasting, saving, emailing)
* Order entry and administrative experience or training a must
* Warehouse and forklift experiencea plus
* Microsoft Office experience or training preferred