



Example of Clerk, Inventory Job Description

Powered by www.VelvetJobs.com

Our growing company is looking for a clerk, inventory. 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 clerk, inventory

- Audits and reconciles all receiving documents
- Reviews daily Food and Beverage cost and sales reports
- Performs the month end Food and Beverage, Gift Shop and Tack Shop inventories
- Maintains Food and Beverage analytical reports
- Assists related entities with inventories and cost reports
- Inputting updated inventory into database(s)
- Preparing and verifying requisition of stock items
- Filling tilt bins, kanbans, and stocks parts at Point of Use (POU)
- Maintaining awareness of production rates & part requirements
- Updating information to maintain accurate inventory records

Qualifications for clerk, inventory

- Able to work in a fast paced environment
- Education and/or experience equivalent to a high school diploma or GED
- Available to work a Monday-Friday day time shift and the flexibility to work overtime when required, including weekends
- Hearing with or without correction is required
- Must be able to work in cold and fast paced environment
- Must be able to stand the whole 8 hour shift