



# Example of Clerk, Inventory Job Description

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Our growing company is searching for experienced candidates for the position of clerk, inventory. If you are looking for an exciting place to work, please take a look at the list of qualifications below.

## Responsibilities for clerk, inventory

- Receiving product from client at end of service terms
- Overlooking the condition of the product when received
- Working closely with warehouse associates to stock products and confirm inventory
- Fills orders or issues supplies form stock
- Cycle count inventories throughout the month and correct discrepancies
- Unpacking and accounting for items
- Inspect incoming packages
- Distribute packages to departments in office
- Match and Attach open POs to incoming packages
- Process returns from techs

## Qualifications for clerk, inventory

- Basic knowledge of inventory processes such as parts flow, FIFO, JIT, kanbans
- Prior auditing experience preferred
- Extensive walking and standing (8+ hours/day)
- Use of step ladder to reach product
- Detailed individual with the ability to work in a fast paced environment
- Knowledge of the ARA Damage Locator Chart preferred