



Example of Clerk, Inventory Job Description

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Our company is growing rapidly and is hiring 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

- Organize inventory in the warehouse
- Coordinates cycle count efforts and results to identify and correct discrepancies on items at the location level and to identify necessary recounts and processes to be monitored
- Expedites the daily flow of all special order SKU's Troubleshoots and monitors special order problems and returns, provides reporting and ensures quick returns
- Coordinates inventory information with warehouse, scheduling, and purchasing
- Maintains an inventory system to track product received, deliveries and adjustments
- Performs inventory cycle counts, makes accurate adjustments, and reconciles any discrepancies
- Prepares and completes inventory for month-end
- Receives all incoming shipments, inspecting for order completeness and damages, and matches to packing slips
- Performs clerical support work as needed
- Take on data entry tasks, prepare inventory records and reports, and deal with conflicting documentation information

Qualifications for clerk, inventory

- Candidate must have a positive attitude and drive to take initiative
- Candidate must be reliable and on time!
- Bilingual with both English and Spanish is not necessary but preferred
- Able to work in the extremes of outside weather