



Example of Clerk, Inventory Job Description

Powered by www.VelvetJobs.com

Our growing company is looking for a clerk, inventory. Thank you in advance for taking a look at the list of responsibilities and qualifications. We look forward to reviewing your resume.

Responsibilities for clerk, inventory

- Data input Breslau receiving documents
- Data input Fuel Terminal receiving documents
- Monitor and create shipping documents for fuel terminal transfers
- Data input period end Fuel Terminal inventories
- Reconcile Fuel Terminal inventories
- Maintains inventory files archive
- Handle special tasks per request
- Administering top-notch customer service to internal business partners
- Essential duties include counting, classifying, and maintaining an expansive inventory of items
- Organize and prepare count areas within the warehouse

Qualifications for clerk, inventory

- Candidate must have a customer service background
- Candidate will need experience with Microsoft Word products
- Must be willing and able to work Saturdays
- Must be able to work Sun-Wed & Friday
- Ability to organize large amounts of data
- Works well independently but also in a team environment