



# Example of Clerk, Inventory Job Description

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Our company is looking for a 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

- Print pick lists
- Pick components per FIFO
- Bag kits
- Distribute to Production Supervisor/assembly floor
- Process work order drawings and bill of materials
- Kitting work orders, cycle counts and receive parts to stock
- Close all manufacturing and vending work orders
- Assist with processing vendor receipts into stock
- Fill work order backorders at time of receipt
- Pack and track all ammo to ship

## Qualifications for clerk, inventory

- 1 to 2 years general office skills
- Must commit to the time frame of the assignment
- Open and verify supplier packing slips
- Count parts and review for damage
- Prepare and verify requisition of stock items
- Fill tilt bins, kanbans and stocks parts at Point of Use (POU)