



# Example of Data Clerk Job Description

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Our growing company is looking for a data clerk. To join our growing team, please review the list of responsibilities and qualifications.

## Responsibilities for data clerk

- Receiving and processing order updates and re-ordering from merchant
- Producing and formatting an on-going set of weekly reports
- Inputting designated SKUs for markdown into appropriate merchandising system, as directed by Buyer
- Keeping track of and communicating the status of upcoming purchase orders
- Working closely with Buyers and Assistant Buyers to gain and maintain understanding of specified business area via frequent touchbases, including key vendors, UDAs, trends, preferred report formats
- Accounts receivable functions including but not limited to applying payments to appropriate accounts and handling customer inquiries
- Following procedures for processing receipts and bank deposits
- Provide support and perform general administrative duties for the department
- Perform quality review and audit checks on financial statement data
- Perform data input from source documents

## Qualifications for data clerk

- Candidate must possess strong verbal and written communication skills internally externally
- Self-motivated with the ability to work effectively independently in a team environment
- Must have excellent alpha and number recognition skills
- Heavy PC usage and sedentary

