Example of Inventory Control Clerk Job Description

Powered by www.VelvetJobs.com

Our company is looking to fill the role of inventory control clerk. Please review the list of responsibilities and qualifications. While this is our ideal list, we will consider candidates that do not necessarily have all of the qualifications, but have sufficient experience and talent.

Responsibilities for inventory control clerk

- Performing other clerical and job related duties as assigned
- Maintaining acceptable and accurate inventory par levels within Meditech based on daily cycle counts
- Responsible for maintaining patient care equipment for various departments
- Maintain inventory locations in neat and orderly fashion
- Replenish primary stock locations when empty
- Pull all tools for calibration and delivers appropriately
- Inspect all orders that are to be shipped from the department to ensure that they are accurate and complete
- Verify labels for order
- Deliver order request to production floor in immediate time frame or stages for delivery
- Follow backorder process

Qualifications for inventory control clerk

- Pull orders and packs into boxes with packing list
- Run PKMS shipping program and assigns shipping labels to orders
- Complete ship confirm process for all orders daily
- Pull orders based on oldest expiration dates
- Re-pack chemicals from larger size containers to smaller containers as requested