



Example of Inventory Control Clerk Job Description

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Our growing company is looking for an inventory control clerk. 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 inventory control clerk

- Works with cross functional teams to manage the flow of disposition on inventory in the warehouse and keep track of inventory pending disposition
- Coordinates the supply of raw materials from an outside storage location to support production requirements
- Supports the receiving of Raw/Packaging materials into inventory and maintains inventory control, including double checks and discrepancy resolutions with inbound orders
- Supports, as needed, the scheduling of inbound/outbound freight
- Responsible for proper handling of damaged and/or spoiled merchandise daily
- Work with buying and warehouse personnel on short-coded product, shipped memos, on a daily basis to ensure correct shipping, billing, Prepare distress reports in a timely manner and route to appropriate management associates for follow-up action
- In some Centers, may be responsible for outside storage inventories
- Resolve problems with the right level of initiative, collaboration, and perseverance to satisfy requests while
- Support and maintain inventory management programs
- Evaluate current system, par levels, research and organize

Qualifications for inventory control clerk

and perishable areas

- Some work is performed under general office conditions in a temperature-controlled environment
- Interprets and processes all job related paperwork such as discrepancy reports, non-conforming material reports, QAEDs, PCNs, ECOs, physical inventory records, cycle count documents and stop orders
- Vendor management experience, especially in machining, painting, welding services industry
- Experience identifying and managing inventory of electronics components such as resistors, capacitors, PCB assemblies, power supplies, connectors, cables
- High School Diploma and an advanced degree AA or BS a plus