



Example of Inventory Control Clerk Job Description

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Our company is hiring for an 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

- Break down packages and stage goods in designated areas for put-away and internal distribution
- Dispose of packing materials, boxes, in designated areas
- Alerts the Supervisor to product non-conformances (new packaging, wrong count, product damage, shortages)
- Inventory Counting - variance investigating
- Receiving Input – invoicing
- Pallet checking
- Order updating
- Maintains all warehouses and inventory locations, including service vehicles, and off site inventory
- Conducts daily cycle counts and results reporting
- Performs periodic physical inventories

Qualifications for inventory control clerk

- Demonstrated success in positions requiring personal ownership to complete tasks, investigate problems, and
- Resolve issues with minimal supervision
- High School or GED plus a minimum of 2 years work experience required
- Warehouse/Stores/Shipping/Receiving experience in a manufacturing setting is preferred

