



## Example of Lead Clerk Job Description

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

### Responsibilities for lead clerk

- Assist with other clerical duties as required to meet departmental objectives
- Proactively addresses changing priorities
- Drives effective relationships with employees external clients (e.g., key customers)
- Receives requests from operations and fleet teams and inputs and fulfills orders for material, including coordinating delivery of material to rig site if required
- Responsible for accurate and timely receipt and issue of materials including completion of material transactions in ERP system
- Maintains physical security of material and notifies supervisor of any suspected security issues
- Performs inventory counts as directed
- Ensures stock is placed neatly on the shelves and that material status is clearly identifiable
- Complies with storing and safety load limits
- Ensures that lifting equipment is available and adheres to company guidelines on proper lifting techniques

### Qualifications for lead clerk

- 3 - 5 years warehouse environment experience required
- Knowledge of Import/Export documentation (customs paperwork) preferred
- Bilingual (English/Spanish ) verbal and written required
- Good interpersonal communication skills as coordination with other functions

- Able to operate standard office equipment required
- Complies with all import/export and transportation regulations and BLY policies including documentation, packing, shipping and reporting