



Example of Lead Clerk Job Description

Powered by www.VelvetJobs.com

Our growing company is looking to fill the role of lead 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 lead clerk

- Routing of Product into Proper Stacker for Inbound Put Away
- Maintain continuous flow of product from the plant using Logics and ICCA systems
- Accessing Logics Software to find Available Stow for Product
- Access Whirlpool SAP Application to Verify Scheduling and Set Up for Next Shift
- Communicate with Kick-Off Drivers for Model Changes, Line Loads and QC Holds
- Communication with Division on Schedule Changing and Units that are put on QC Holds
- Keeps Service Center/Satellite management informed of activities and problems within administrative support area
- May assist with accounts/receivables
- Performs a variety of clerical duties such as answering telephones, taking messages, dispersing faxes, making payments, sort/preparing files, and data entry
- Organizes support staff functions and coordinates workflow

Qualifications for lead clerk

- The successful candidate will have a mix of computer technical skills, aptitude for customer service with the ability to work in a team environment

- Must be a self-starter, who is disciplined to get the job done with little supervision
- Must be agile (bending, reaching), mobile and able to lift storage boxes weighing up to 40 lbs as needed for file retrievals, indexing and data entry
- Must be willing to handle repetitive tasks for extended periods of time
- This level of employee will have 3-5 years of records management or oil and gas industry experience and 1-4 years experience providing work direction to others