



Example of Stock Clerk Job Description

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Our company is growing rapidly and is looking to fill the role of stock 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 stock clerk

- Gather, stamp and mail all office mail
- Verify that the quality and quantity of all items received is in accordance with the DRGC purchase orders on file
- Maintain department supplies, equipment and work areas in an orderly fashion
- Perform courier service using the hospital vehicle
- Receive all incoming materials, supplies and equipment
- Restock soda machines
- May perform other limited aspects of technical supply management work related to depot, local, or other supply activities
- Work is of limited difficulty or complexity
- Work is reviewed by supervisor for general compliance with accepted practices
- Pull frames, parts and related materials in support of daily invoice orders and new consignment

Qualifications for stock clerk

- Must be able to operate normally approved office computer automation equipment
- Must be able to obtain/maintain any necessary certifications and/or licenses as required by local gaming regulations, or other regulatory authorities

following additional requirements traits

- An understanding of the needs of the organizations serviced and the overall mission concerns of those units
- Demonstrated knowledge to operate and perform required duties utilizing Logistics Information Systems (LIS) such as Global Combat Support System – Army (GCSS-A and Cargo Movement Operations System (CMOS)
- Must have and can demonstrate the ability to type a minimum of 25 wpm on normal business automation equipment