



# Example of Stock Clerk Job Description

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

- Separate and stage surplus or obsolete equipment in accordance with established procedures
- Perform operator verification
- Safely retrieves transports and delivers all materials within Food and Nutrition
- Receives deliveries of all supplies for General Stores
- Stocks supplies in designated storage areas, monitors stock levels and picks supplies for distribution
- Delivers supplies to requisitioner
- Picking, pulling and verifying parts on requisitions for customer work orders
- Daily unloading of customer and vendor products
- Managing inventory data entry
- Verifies proper storage conditions of products and notifies Supervisor of any inventory issues that may arise such as Can't Finds, Expired Product, Breakage, and Out-Of-Stocks

## Qualifications for stock clerk

- Ability be able to obtain a Secret Clearance
- High school graduate or General Education degree (GED) is required
- Minimum three (3) years of recent experience in general material and supply functions, either in the military service or in commercial applications
- Must have and maintain a current state drivers license

administered Investigation

- Preferred experience with Hazardous Material Management System (HMMS)