



Example of Stock Clerk Job Description

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

Responsibilities for stock clerk

- Must know how to safely and effectively use/handle materials storage equipment
- Must be able to work with little to no supervision while still being able to carry out necessary tasks
- Must be able to repetitively lift and move (with the aid of proper equipment) boxes weighing up to 80 lbs
- Must be able to reach and stoop, lifting objects weighing up to 25 lbs
- Must be able to lift or roll chairs and load office filing cabinets and related furniture
- Operate tools and equipment safely in performance of duties
- Assist customers with purchases to their vehicles
- Cycle counts of inventory
- Stock room transfers
- Maintain appropriate 5S conditions

Qualifications for stock clerk

- Willingness to learn and move up
- May involve long periods of sitting or standing
- Applicants must be able to communicate effectively in English, both verbally and in writing
- At least 2 years of experience with government supply systems and maintenance supply chain
- Knowledge of military robotics systems, subsystem, and components

