



Example of Stock Clerk Job Description

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Our growing company is looking to fill the role of stock clerk. To join our growing team, please review the list of responsibilities and qualifications.

Responsibilities for stock clerk

- Perform physical inventory
- Pick inventory items and stage for maintenance work
- Issue/return inventory items to/from customers via the stores window
- Accurately perform transactions in SAP for the above tasks
- Use appropriate equipment to safely move/lift items – lift truck, pallet truck, cart
- Follow all plant health, safety, environmental and security rules and procedures
- Be on time for work, adhere to scheduled break and lunch times
- Interact with customers, vendors, delivery personnel, and co-workers in a friendly, professional manner
- Will be picking and packing orders
- Ability to utilize computers to input and search for information

Qualifications for stock clerk

- Or have received a certificate from an acceptable trade/technical school or must have
- Familiarity with receiving processes and procedures preferred
- Experience operating a forklift, RF Scan Gun, and other material handling equipment preferred
- Computer literacy and ability to look up and enter information using a computer
- Ability to learn specialized software related to departmental operations

