



# Example of Store Clerk Job Description

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

## Responsibilities for store clerk

- Responsible for receipt, recording and stocking of part for use in the facility and continuing verification of the accuracy of the inventory values
- Complete Cycle Counting reports and counting and provides input and support to improve accuracy
- Interact with maintenance and production associates and their supervisors in
- Must put safety for themselves and others first, always working in a safe manner
- Be willing to correct any unsafe conditions or report those you cannot correct
- Have a can do attitude, being self-sufficient, self-motivated, proactive, and determined
- Maintain the store room parts and supplies at appropriate inventory levels, adjusting as needed, and communicating re-order requirements to the Purchasing Clerk
- Effectively familiarize yourself with parts specific to our operation and maintain same while learning those new skills necessary to advance the store room improvement program
- Champion the store room parts organization improvement process and continually make or suggest changes to further that process
- Generate Purchase orders and place orders for part and or supplies as needed

## Qualifications for store clerk

- Demonstrating working knowledge of Microsoft Office (Excel, Word,

- MS Office knowledge (Excel, Word, PPT, VISIO)
- Knowledge and usage of SAP software
- Ability to lift and carry fifty pounds (50 lbs.)
- Ability to operate a Point Of Sale Cash Register