



Example of Store Clerk Job Description

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Our company is searching for experienced candidates for the position of store clerk. To join our growing team, please review the list of responsibilities and qualifications.

Responsibilities for store clerk

- Be familiar with or learn PMC or other CMMS tracking software systems and participate as team member to incorporate those systems into our operation
- Work with Vendors to identify replacement or lower cost products and supplies
- Willingness to learn new tasks and take on additional assignments
- Must open the store on time and keep the store looking neat
- Assist customers with the purchase of gifts, candy and souvenirs
- Restock shelves and maintain a clean work area
- Prepare store signage and seasonal/holiday displays
- Operate a cash register and give accurate change
- Perform the end of day Cash drawer closing
- Assist with Quarterly Inventory

Qualifications for store clerk

- Prior retail merchandising experience highly preferred
- Conduct themselves appropriately and professionally making business decisions in the best interest of the company
- Must be detail orientated, organized, and be able to suggest and carryout improvements
- Should have good follow up and communication skills
- Must have general familiarity with industrial fasteners, power transmission components, electro-pneumatic and other industrial components

duties