



Example of Storeroom Clerk Job Description

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Our innovative and growing company is looking to fill the role of storeroom clerk. Thank you in advance for taking a look at the list of responsibilities and qualifications. We look forward to reviewing your resume.

Responsibilities for storeroom clerk

- Performs daily inventories of meat, seafood, poultry, produce and other perishables
- Assists with the scheduling of employees
- Maintains storeroom in absence of manager
- Receive, open, inspect and stock all shipments
- Fulfill and deliver all parts orders
- Organize and maintain all parts and materials
- Inventory storeroom materials
- Prepare for shipment and load outgoing materials
- Utilize electronic system and tools to accounts for the receipt, delivery and disposition of materials
- If shipment is correct, time stamp and sign driver's and hotel copies of invoice

Qualifications for storeroom clerk

- Experience in receiving goods and services
- Good communication skills with the ability to interact with differing levels of management
- Micro Soft Office Programs Proficient Including Excel, Word, Power Point
- Demonstrate leadership and team building capability
- Must be familiar with processes and strategies for reducing costs for purchased goods and services

