

I'm not robot!

By Denise Dayton Updated March 22, 2022 Warehouses are used in a wide variety of industries to store raw materials and manufactured goods before they're needed. Inventory clerks keep track of these items and manage their movements as necessary for production, export or sale. Salary.com reported an average annual salary range of \$34,358 to \$43,893 as of February 2022. Every job can be a little different, depending on the employer, but employment website Indeed lists the following as typical duties and responsibilities for inventory control clerk jobs: Compare costs estimates from different vendors. Implement loss prevention programs. Maintain and update inventory records. Order inventory from suppliers and vendors. Perform quality checks on inventory in storage; discard items that do not meet company standards, such as damaged parts or spoiled food. Report discrepancies, such as short inventory counts, that indicate theft. Secure shipments of goods upon receipt. Stock and catalog products. Alternative job titles can include inventory associate or inventory operator. For the most current information on what employers are looking for, look at job announcements on websites such as Indeed, Monster or JobHero. There are no formal education, certification or licensing requirements for inventory control clerk jobs. Most employers prefer individuals who have a high school diploma or equivalent. The human resources experts at Betterteam recommend that inventory control clerks have good math and analytical skills as well as good interpersonal and communications skills. Some employers want workers with previous experience in inventory control, while others are willing to train. Forklift experience is considered a plus. Inventory control clerk jobs require individuals to be in good physical condition since they spend a lot of time on their feet, both standing and walking. Typically, you need to be able to lift and carry items up to 50 pounds. You'll usually work as part of an inventory control team, so it's important to work well with others. As the employment specialists at Adecco point out, warehouses are usually in operation 24/7, so you need to be prepared to take on shift work. You also need to be prepared to work in temperature extremes; depending on where you're located, warehouses can be cold in the winter and hot in the summer. You may spend some of your time outdoors, including working on a loading dock. Working in a warehouse can be physically challenging, from performing repetitive tasks to moving in ways that are not part of your normal day. However, inventory control clerk jobs can be a good fit for those who don't like to be stuck behind a desk all day. The U.S. Bureau of Labor Statistics (BLS) tracks data and makes projections for nearly all civilian occupations. Many individual job titles, such as warehouse inventory clerk, are included in larger categories. The BLS reported that workers in the category of "Shipping, Receiving and Inventory Clerks" earned a mean annual wage of \$37,210 in 2020, which is about \$17.89 per hour. Earnings typically ranged from \$25,360 to \$52,820. Like most jobs, employer and geographic location can account for salary differences. Employment website ZipRecruiter reported 2022 earnings for inventory control clerk jobs ranging from \$20,500 to \$42,500. The site also reported average salaries for related jobs, as follows, which can give you an indication of advancement potential: Shipping director: \$65,077 Work from home control clerk: \$53,788 Work from home receiving clerk: \$53,044 Work from home shipping clerk: \$53,033 An inventory clerk assists an inventory or store manager in overseeing and maintaining a store's supply of products and equipment. An inventory clerk job description involves keeping track of all products and supplies, ensuring that stock is organized, and assisting in the unloading and processing deliveries. Position Description An inventory clerk keeps count of products and supplies, ensures that company inventory remains balanced, restocks supplies, assists in maintaining inventory records, and provides customer assistance as necessary. Essential Duties and Responsibilities of an Inventory Clerk Counts store inventory for official store records. Maintains logs of all products and supplies. Checks actual store inventory against computerized records. Reports any discrepancies in inventory records to store manager. Receives store deliveries. Assists in unloading inventory from delivery truck. Organizes inventory in stock room. Restocks merchandise on sales floor as necessary. Files all delivery and inventory receipts. Uses inventory software to keep track of orders, returns, and supply. Writes up inventory reports detailing any overstock or missing items. Presents inventory reports at store meetings. Ensures that stock room is clean and well organized. Moves and restructures organization of stockroom to make space for new inventory. Assists in cleaning and organizing the store upon closing. Pulls any defective or expired merchandise for return. Packs up items for return and creates shipping labels. Submits orders for replenishment of inventory. Retrieves products from stock room for customers. Reviews shipping and receiving documents for accuracy. Assists customers on the sales floor in locating items. Assists store or inventory manager in devising new ways to reduce shrink and maintain inventory control. Required Skills, Knowledge and Abilities Demonstrates strong organizational skills. Pays close attention to detail. Possesses physical strength necessary to lift boxes and other heavy items on a regular basis. Is capable of using computer inventory software. Exhibits ability to read and interpret inventory reports, sales reports, and packing slips. Demonstrates strong customer service and interpersonal skills. Works well with a team. Manages time efficiently. Possesses broad knowledge of the range of store products and services. Is capable of employing basic math skills. Communicates clearly and effectively. Demonstrates professional and polite demeanor with customers. Education and Experience High school diploma or equivalent is required. Experience in retail and/or inventory sector is preferred. Company-specific training prior to start-date is required. Work Environment Working hours are split between the stock room and the sales floor. Additional time may be spent in a store office processing paperwork and using computerized inventory software. Standard 40-hour workweek applies. May work 1st or 2nd shift. Physical labor, specifically the lifting of heavy items and deliveries, is required on a daily basis. Salary The average salary for an inventory clerk is \$25,000 per year. Salaries for experienced inventory clerks at higher profile companies can reach \$36,000 per year. Use this Inventory Clerk job description to advertise your vacancies and find qualified candidates. Feel free to modify responsibilities and requirements based on your needs. Inventory Clerk responsibilities include: Maintaining and updating records Counting materials, equipment, merchandise or supplies in stock Reporting discrepancies between physical counts and computer records Job briefWe are looking for a detail-oriented, hard-working Inventory Clerk to join our team. They will have prior experience in the warehouse environment and excellent math skills for balancing records. An Inventory Clerk's responsibilities include managing all the parts or products, including recording new items in their stock room(s). They track each item as it enters the establishment through records of what's been sold and where those goods go. Ultimately, you will be responsible for the inventory of all supplies and products that come in or leave the facility. Responsibilities Maintaining and updating records Counting materials, equipment, merchandise or supplies in stock Reporting discrepancies between physical counts and computer records Distributing or stocking merchandise Receive and inventory stock Other various tasks as assigned Requirements and skills Proven work experience as an Inventory Clerk or similar role Excellent math and analytical skills Excellent communication and interpersonal skills Ability to work extended hours Forklift experience beneficial High school diploma or equivalent preferred An Inventory Clerk manages and maintains all inventory, parts or products housed in a warehouse or store. They track materials that come into the store and materials left behind by using records within an organized system like a storeroom or warehouse. What are the duties and responsibilities of an Inventory Clerk? An Inventory Clerk is responsible for tracking current production levels and recording purchases and products in a warehouse. They review purchase orders to ensure they're accurate before processing them with suppliers and checking stock status by performing physical counts on shelves or in trucks. What makes a good Inventory Clerk? A good Inventory Clerk needs excellent math skills to ensure they count and tally products with accuracy. They also need analytical skills since they will work with central systems to record their inventory throughout their shift. Who does an Inventory Clerk work with? Inventory Clerks are responsible for ensuring that other employees have the supplies, raw materials or products they need to do their job well. They typically work under the supervision of a Manager who assigns them tasks throughout the day. Start a free Workable trial and post your ad on the most popular job boards today.



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