



JOB DESCRIPTION

TITLE: Stock Clerk

EFFECTIVE DATE:

LOCATION: Ft Sill

REPORTS TO: Supply Manager

JOB SUMMARY:

Receives, stores, and issues equipment, materials, supplies, merchandise, foodstuffs, or tools, and compiles stock records of items in stockroom, warehouse, or storage yard. Counts, sorts, or weighs incoming articles to verify receipt of items on requisition or invoice. Examines stock to verify conformance to specifications. Stores articles in bins, on floor or on shelves, according to identifying information, such as style or type of material. Fills orders or issues supplies from stock. Prepares periodic, special or perpetual inventory of stock. Requisitions articles to fill incoming orders. Compiles reports on use of stock handling equipment, adjustments of inventory counts and stock records, spoilage or damage to stock, location changes, and refusal of shipments. May mark identifying codes, figures, or letters on articles. May distribute stock among production workers, keeping records of material issued. May make adjustments or repairs to articles carried in stock. May cut stock to site to fill order.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

Follow procedures for maintaining high standards of quality and reliability of the company inventory system. Follow inventory control requirements relating to suppliers in order to meet real customer internal and external needs. Receive, examine and process department requisition orders; answer questions and provide information for PCSI Management. Directly responsible for implementing and maintenance of the company inventory control system; also to maintain a variety of logs and records relating to the purchase and procurement of materials, supplies and equipment. Other duties as assigned