

Clerk

Position Summary

The Inbound Clerk is responsible for counting, putting-away, replenishing, and rotating stock in the warehouse on a daily basis.

Essential Duties and Responsibilities

The essential functions include, but are not limited to the following:

- Counting and sorting merchandise by location, product number, and description
- Storing merchandise on shelves, according to identifying information such as style, size, color, or type of material
- Maintaining set amounts in bulk and primary locations based on shelf capacity and pick velocity
- Determining methods of storage and stock location, considering height and weight limits, turnover (pick velocity), floor loading capacities and required space
- Moving and transporting materials or supplies
- Performing other work-related duties as assigned

Minimum Qualifications (Knowledge, Skills, and Abilities)

- High school diploma or GED
- Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals
- Ability to compute rate, ration, and percent
- Ability to apply commonsense understanding to carry out detailed but uninvolved written or oral instructions
- Ability to key in data, type, and operate a computer keyboard
- Ability to work occasionally near mechanical parts and in high places; to be exposed to cold temperatures in the winter and hot temperatures in the summer