

INVENTORY CLERK



DUTIES: (NOT ALL INCLUSIVE)

- REMOVAL OF INVENTORY WITH PROPER DOCUMENTATION IN WAREHOUSE AS PER ORDERS BEING PROCESSED AND SHIPMENTS RECEIVED.
- STOCK INVENTORY IN ORGANIZED MANNER
- COUNT INVENTORY PERIODICALLY TO ENSURE ACCURATE INVENTORY OF QUANTITY, SIZES AND COLORS
- CHECKING ITEMS DURING ORDER PROCESS AND AT COMPLETION TO ENSURE QUALITY CONTROL
- PACKING AND ASSISTING WITH VERIFICATION OF NEW INVENTORY.
- MAINTAINING A CLEAN AND WELL-ORGANIZED WAREHOUSE.
- WORK WEEK IS MONDAY – FRIDAY

REQUIREMENTS:

- MINIMUM OF HIGH SCHOOL DIPLOMA AND 2 YEARS WORKING WITH INVENTORY
- ABILITY TO READ, WRITE AND FOLLOW ORAL & OR WRITTEN INSTRUCTIONS
- COMPUTER LITERATE WITH KNOWLEDGE OF WORD, EXCEL & EMAIL.
- KNOWLEDGE OF STOCK TAKING AND HAS GOOD MEMORY RETENTION.
- ORGANIZED, ABLE TO MULTITASK AND CAN WORK UNDER PRESSURE
- POSSESS A KEEN EYE FOR DETAILS AND ACCURACY
- ORGANIZED, DEPENDABLE, SELF-MOTIVATED AND A TEAM PLAYER