

ROLES IN PROCUREMENT

Inventory Clerk

ROLES + RESPONSIBILITIES + KEY COMPETENCIES



INTRODUCTION

INVENTORY CLERK

About the Role

An Inventory Clerk is in charge of monitoring goods and supplies in the warehouse. They manage orders to facilitate sales or production, sign off on shipments, keep track of available products, and put in orders to stock up inventory according to demand.

Procurement Role Family:

Service Provider

Salary Range

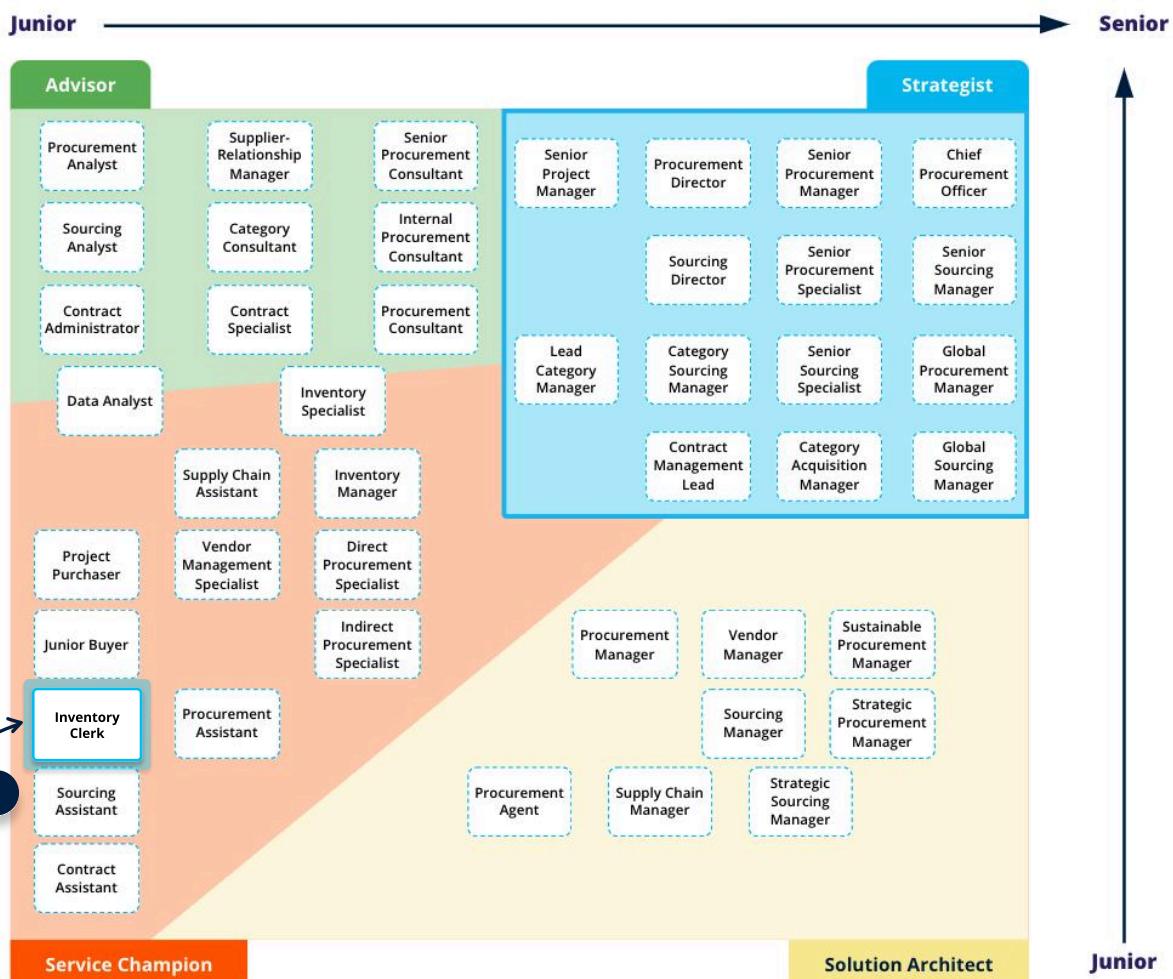
\$36,000 - \$49,000/year with an average of \$42,000/year

Work Experience

1 year preferred but not required

Procurement Roles Overview

View the full career map [here](#)



REQUIREMENTS + RESPONSIBILITIES

DRIVING PROCUREMENT SUCCESS

An Inventory Clerk ensures accurate tracking of stock levels to support smooth operations. By maintaining records of incoming and outgoing goods, the Inventory Clerk helps prevent shortages and overstocking. Through careful monitoring, the Inventory Clerk contributes to efficient inventory control and cost management.

KEY RESPONSIBILITIES

- Record maintenance and updates
- Inventory counting of materials, equipment, merchandise, or supplies
- Finding discrepancies between physical and computerized inventory counts



SKILLS & COMPETENCIES

<input checked="" type="checkbox"/> Communication	<input checked="" type="checkbox"/> Inventory control
<input checked="" type="checkbox"/> Attention to Detail	<input checked="" type="checkbox"/> Mathematical and computer skills
<input checked="" type="checkbox"/> Organizational skills	<input checked="" type="checkbox"/> Addressing inventory discrepancies
<input checked="" type="checkbox"/> Submits orders for replenishment of inventory	<input checked="" type="checkbox"/> Time management
<input checked="" type="checkbox"/> Customer service	<input checked="" type="checkbox"/> Maintenance of goods quality in inventory
<input checked="" type="checkbox"/> Maintain inventory records	<input checked="" type="checkbox"/> Computer
<input checked="" type="checkbox"/> Stock inventory	<input checked="" type="checkbox"/> Teamwork
<input checked="" type="checkbox"/> Able to work independently and accurately	<input checked="" type="checkbox"/> Accurate typing skills

[MORE DETAILS & RESOURCES](#)

JOB DESCRIPTION TEMPLATE

Create a clear and comprehensive job description with this template, outlining key responsibilities, required qualifications, and essential skills needed for the role. Perfect for ensuring alignment with organizational goals and attracting the right talent.

JOB TITLE : Inventory Clerk
LOCATION : [Insert Location]
REPORTS TO : [Insert name and title of supervisor]

An inventory clerk is responsible for the inventory in stores, warehouses, and other facilities. They are responsible for managing and keeping track of orders and counting product inventory.

⌚ KEY RESPONSIBILITIES

- Records maintenance and updating of inventory.
- Conducts stock counts of inventory including materials, equipment, merchandise, or supplies.
- Identifying and reporting inconsistencies between physical counts and digital records.
- Distributing or stocking merchandise as needed.
- Receiving and keeping track of incoming stock.
- Performing additional duties tasked by higher-ups.
- Ensuring that inventory management policies and procedures are upheld.
- Coordinating with suppliers for the management of stocks and deliveries.
- Organizing and maintaining inventory storage areas.
- Helps in the preparation of inventory-related reports.

★ KPIs FOR THIS ROLE

- **Inventory Accuracy:** Recorded inventory levels should match the actual physical inventory in a warehouse.
- **Carrying Cost of Inventory:** How much is spent on holding and storing inventory over a certain period.
- **Receiving Efficiency:** Measures the efficiency of employees in receiving and processing incoming stock.
- **Receiving Cycle Time:** the average time spent on the processes of receiving stock to storing stock.

[CONTINUED ON NEXT PAGE](#)

[MORE DETAILS & RESOURCES](#)

JOB DESCRIPTION TEMPLATE

Create a clear and comprehensive job description with this template, outlining key responsibilities, required qualifications, and essential skills needed for the role. Perfect for ensuring alignment with organizational goals and attracting the right talent.

★ KPIs FOR THIS ROLE

- **Accuracy Rate:** Accurate storing of items on the first attempt.
- **Putaway Cycle Time:** the average amount of time that an item is stored in inventory.
- **Total Order Cycle Time:** Average time it takes from order placement to shipment.
- **On-time Shipping Rate:** the percentage of orders shipped within its expected timeframe.



▢ KEY SKILLS & QUALIFICATIONS

- High school diploma or equivalent.
- A year of preferred work experience but this is not required.
- Previous experience in the industry is advantageous.
- Strong mathematical and analytical aptitudes are advantageous.
- Exceptional communication and interpersonal skills.
- Organizational skills to keep everything neat and thorough.

[MORE DETAILS & RESOURCES](#)

DETAILED SKILLS DESCRIPTION

An Inventory Clerk needs strong attention to detail to track stock accurately and identify inconsistencies. Good organizational skills help the Inventory Clerk manage records efficiently, while communication skills allow the Inventory Clerk to work effectively with suppliers and internal teams. Basic data entry and inventory software knowledge are also essential for an Inventory Clerk to perform daily tasks.

COMMUNICATION

Inventory clerks need strong communication skills for effective interaction with team members, vendors, and other departments.

MATHEMATICS

Clerks must be comfortable with basic math as well as more complex calculations concerning inventory management.

INVENTORY CONTROL

Inventory clerks need to track inventory movements with accuracy and implement control measures to prevent losses or overstocking.

ORGANIZATIONAL SKILLS

Organizing inventory and things to do with inventory like labels, documents, supplier data, etc.

ATTENTION TO DETAIL

Attention to detail helps in maintaining record accuracy and prevention of costly errors.

TIME MANAGEMENT

Tasks should be completed efficiently and on time and various projects should be juggled with proficiency and priority tasks in mind.

COMPUTER COMPETENCY

Proficiency in inventory management software and spreadsheet applications.

CUSTOMER SERVICE

Customer service skills are needed for inquiries, providing assistance, and maintaining positive supplier relationships.



MORE DETAILS & RESOURCES

KPIs FOR THIS ROLE

An Inventory Clerk's performance is measured by stock accuracy, timely record updates, and inventory discrepancy resolution. By ensuring efficient stock management, the Inventory Clerk helps reduce waste, control costs, and improve overall inventory efficiency.

1.  **Inventory Accuracy**

Recorded inventory levels should match the actual physical inventory in a warehouse.

2.  **Carrying Cost of Inventory**

How much is spent on holding and storing inventory over a certain period.

3.  **Receiving Efficiency**

Measures the efficiency of employees in receiving and processing incoming stock.

4.  **Receiving Cycle Time**

The average time spent on the processes of receiving stock to storing stock.

5.  **Accuracy Rate**

Accurate storing of items on the first attempt.

6.  **Putaway Cycle Time**

The average amount of time that an item is stored in inventory.

7.  **Total Order Cycle Time**

Average time it takes from order placement to shipment.

8.  **On-time Shipping Rate**

The percentage of orders shipped within its expected timeframe.

MORE DETAILS & RESOURCES

DETAILED RESPONSIBILITIES AND TASKS

The Inventory Clerk updates inventory records, verifies stock accuracy, and assists in managing warehouse organization. By coordinating with other departments, the Inventory Clerk ensures timely restocking and prevents supply chain disruptions. Through regular audits, the Inventory Clerk identifies discrepancies and helps maintain inventory integrity.

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ROLES IN PROCUREMENT

Thank you!

For a detailed overview of all procurement roles and their functions, click [here](#).

Let us help you build your best procurement team yet at www.procurementtactics.com.



LET'S KEEP IN TOUCH

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