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## GENERAL STAFFING SOLUTIONS

**POSITION TITLE:**

**Warehouse Clerk**

**General Description:**

Receive, store, and issue materials, equipment, and other items from stockroom, warehouse, or storage yard. Keep records and compile stock reports. Determine sequence and release of back orders according to stock availability. Examine and inspect stock items for wear or defects, reporting any damage to supervisors.

**Skills/Duties:**

- Prepare products, supplies, equipment, or other items for use by adjusting, repairing or assembling them as necessary.
- Issue or distribute materials, products, parts, and supplies to customers or coworkers, based on information from incoming requisitions.
- Receive and count stock items, and record data manually or using computer.
- Purchase new or additional stock, or prepare documents that provide for such purchases.
- Prepare and maintain records and reports of inventories, price lists, shortages, shipments, expenditures, and goods used or issued.
- Dispose of damaged or defective items, or return them to vendors.
- Pack and unpack items to be stocked on shelves in stockrooms, warehouses, or storage yards.
- Keep records on the use and/or damage of stock or stock handling equipment.
- Recommend disposal of excess, defective, or obsolete stock.
- Provide assistance or direction to other stockroom, warehouse, or storage yard workers
- Clean and maintain supplies, tools, equipment, and storage areas in order to ensure compliance with safety regulations.
- Mark stock items using identification tags, stamps, electric marking tools, or other labeling equipment.
- Store items in an orderly and accessible manner in warehouses, tool rooms, supply rooms, or other areas.

**Requirements:**

Requires a high school diploma or its equivalent with 0 – 2 years of experience in the field or related area

**Reporting Relationship:**

Works under immediate supervision or manager

**I have read the description of my professional responsibilities as an employee of GSN and agree to adhere to the standards described above.**

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**Signature**

**Date**