

**POSITION TITLE:**

**Stock Clerk**

**General Description:**

Locates stock and delivers items to their destination upon request. Ensures incoming deliveries are accurate and stocks supply room with new goods. Takes inventory and identifies reorder needs for supervisor approval. Checks order forms, delivery requests, and approval forms to ensure proper documentation, accuracy, and on time deliveries Has knowledge of commonly used concepts, practices, and procedures within a particular field. Relies on instructions and pre-established guidelines to perform the functions of the job.

**Skills/Duties:**

- Ability to prepare routine administrative paperwork
- Ability to receive, stock, and/or deliver goods
- Knowledge of supplies, equipment, and/or services ordering and inventory control
- Ability to receive, tracks, and distribute materials, supplies, and equipment
- Ability to read, understands, follow, and enforce safety procedures
- Skill in the use of personal computers and related software applications
- Knowledge of customer service standards and procedures

**Requirements:**

Requires a high school diploma with 0 – 2 years' experience

**Reporting Relationship:**

Works under immediate supervision; typically reports to a supervisor 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**