

Construction Site Storekeeper Job Description

- Maintaining and keeping track of receipts, records, and withdrawals of the stockroom
- Receiving, unloading, and shelving supplies
- Executing other stock-related duties which may include returning, packing, pricing, and labeling supplies
- Examining and reviewing deliveries for discrepancies and damages and reporting to necessary personnel for reimbursements and record keeping
- Cleaning construction equipment and testing them to ensure functionality
- Overseeing and/or exercising general control over all the tools and activities of the store
- Inspecting the construction site and ensuring that all tools and/or equipment are complete and in good shape
- Answering questions regarding procedures and resolving issues that may arise on receipts, deliveries, warranties, repairs, and surplus supply.