

# Inventory Clerk Job Description

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- Compile and maintain records of type, quantity, and value of material, sale, equipment, merchandise or supplies stocked in establishment.
- Count equipment, merchandise, material, or supplies in stock and posts totals to inventory records using computer or manually.
- Compare inventories with what's on office records.
- Compute figures from records, such as production records, sales orders or purchase invoices to obtain current inventory.
- Verify computer data with physical count of stock and adjusts errors in computation, then count, or investigate and report reasons for discrepancies if there is any.
- Compile information on receipt equipment, merchandise or disbursement of material, or supplies and cost.
- Prepare reports on price lists, inventory balance, and shortages.
- May operate office machines, such as calculators, photocopy machines, and typewriters.
- May stock and issue merchandise or materials.