

Stock Clerk Job Description

- Receive shipments in good condition and process them accordingly, as well as carefully verify slips
- Unload and unpack totes and product cases from delivery pallets for sorting into designated boxes and shelves in line with product type and department
- Restock and refill depleted sales floor inventory, rotating older stock products to the front and taking out damaged, expired or discontinued merchandise
- Using promotional planograms and schedules to design, assemble and maintain beautiful and effective novel product displays
- Safely operate machineries and other equipment to move inventory from truck to stockroom, such as hand trucks, electric pallet jacks, and ride-on forklift
- Maintain secured, organized and clean stock rooms that are compliant with fire codes for aisle widths, and clutter-free exits, etc.
- Process all customer merchandise returns, ascertaining if products should be restocked or returned to vendors based on condition
- Request for information and respond to questions from sales staff and department manager as regards existing stock levels for products
- Prep plastic wraps, pallets, boxes, and other packaging material for disposal or recycling
- Carry out cycle counts for sections of inventory and offer complete assistance to auditors during periodic physical inventory counts
- Develop and solidify outgoing shipments of merchandise being transferred or returned, get load ready for loading onto delivery trucks
- Maintain a comprehensive and accurate logs tracking of all inventory movements in and out of the facility and finish required data entry
- Religiously adhere to all health, safety, and security protocols around lifting techniques, personal protective equipment, equipment operations, etc.

- Help straighten merchandise on the sales floor, restoring them to a neat and organized appearance by squaring items and reassembling displays
- Showcase promotional products by deploying creativity and solid visual skills, as well as assembling a unique, compelling, and eye-catching merchandise displays
- Cross train across several departments like sales floor, receiving and pickup, cashier – ensuring auxiliary staffing flexibility
- Adhere to fire codes by ensuring proper clearances are maintained, keeping stock rooms free of impediments near emergency exits and extinguishers
- Prudently track and record any case of inventory shrink like suspected theft, damage or spoilage – report losses so correctional action can be implemented
- Competent in using RF scanners, inventory management software and other technologies for managing stock data
- Conduct light and routine janitorial tasks, like sweeping and mopping stockroom and sales floor so spaces are free and hazard-free
- Optimize layouts of stockrooms and overstock areas to foster efficiency of product put away, picking and overall traffic flow.