

INVENTORY CLERK

Division: 4 (Clerical)

Reports to: Business Manager

Job Summary

With minimal direction from the Business Manager, the Distance Education School Inventory Clerk performs purchasing, shipping, receiving and data entry duties at the Distance Education School. He/she works cooperatively with other employees, students, parents, the public and suppliers.

Duties and Responsibilities

- Inputs and retrieves computer data relating to shipping and receiving, student information, diplomas, and tests.
- Keyboards and composes a variety of materials such as correspondence, reports, purchase orders, forms, packing slips, and sales orders, receipts, and invoices for textbook returns.
- Assists in processing deposits for textbooks and course fees.
- Tracks and prepares billing for lost and missing materials.
- Lifts and moves office and paper supplies not exceeding 14-16 kg (30-35 lbs) and mail bags not exceeding 30 kg (65 lbs).
- Selects items from inventory as listed on computer printout for student courses.
- Prepares and packs orders for shipping.
- Processes and distributes incoming mail including comment sheets when required and ensuring tally sheets are correct.
- Matching packing slips to purchase orders and following up on partial orders.
- Ensures that outgoing mail (including bulk mailings, marker mailings, student mailings, and elementary and secondary kits) are accurately checked, collated, processed, shipped and tracked.
- Receives, creates and fills initial sales orders.
- Maintains inventory of postage on line, supplies and learning materials including ordering textbooks and learning modules.
- Reconciles student learning materials visually and by computer.
- Prepares elementary and secondary level kits.
- Files, duplicates, sorts, collates, staples, and maintains a variety of materials.
- Answers inquiries and relays messages from suppliers, students, parents, public and other staff by telephone, facsimile, computer, mail or in person.
- Performs other warehouse related or emergent duties.

Equipment Used

Computer, mail machine, electronic envelope opener, postage scale, facsimile machine, telephone, photocopier, paper cutter, calculator and other related equipment.

Required Knowledge, Ability, Skills

- High school diploma plus an additional office administration of up to and including six months.
- At least one year clerical experience.
- Keyboarding speed of 50 wpm.
- Basic numeric keypad skills.
- Basic knowledge of database computer functions.
- Ability to use courtesy and tact in obtaining and/or handing out data or information in contacts with public, parents, staff and students.
- Ability to perform individually and as part of a team.
- Ability to effectively communicate both verbally and in writing.
- Ability to plan and schedule work and organize the workload effectively.
- Ability to work with constant interruptions.
- Ability to maintain close attention to detail and to meet deadlines.

Originated: February 19, 2001

Revised: February 4, 2015

Revised: November 23, 2016

Inventory Clerk

Replaces: Correspondence School Shipper/Receiver, Distance Education School Inventory Clerk