REYNOLDS ELECTRICAL & ENGINEERING CO., INC.
POSITION DESCRIPTION

POSITION TITLE: Stock Control Clerk

JOB CODE: 050670

DATE PREPARED: August 1, 1983 Revised: October 27, 1993

SUMMARY STATEMENT

The incumbent performs a variety of duties to research and solve inventory balance discrepancies.

DIMENSIONS

The incumbent reports to the Stock Records Superintendent or other administrator and has no supervisory responsibility.

NATURE AND SCOPE

1. Researches inventory discrepancies discovered during cyclical and special inventories;

2. Reviews transactions recorded against item record; adjusts the on-hand item record to correspond with physical count;

3. Corrects unit price discrepancies; corrects or reconciles discrepancies by thorough research of source documents and review of data processing reports to determine nature and cause of discrepancies;

4. Checks stock numbers against excess stock status reports, prepares documents to delete stock numbers with zero quantity, and compiles information on materials transferred to excess account;

5. Initiates corrections to the Information Systems Department;

6. Performs a variety of clerical tasks necessary to perform duties including typing, data entry using spreadsheets and databases, sorting, filing, and preparing reports monthly and yearly;

7. Adheres to all Company EEO, affirmative action, environmental, health, safety, quality assurance, and security programs;

8. Performs related work as assigned.

ESSENTIAL JOB FUNCTIONS

Physical

1. Occasional standing/walking for short distances in office areas;

2. Constant sitting at desk or computer while entering data, completing paperwork, comparing records, etc.;

3. Occasional lift/carry paperwork, printouts, or supplies up to ten pounds;

4. Occasional push/pull exerting force up to ten pounds in opening doors or file drawers;

5. Occasional bending/twisting at waist/knees to and from seated position or while filing in lower drawers;

6. Constant use of both hands/arms in reaching/handling/grasping/fingering while entering data on computer or using 10-key, completing paperwork, or filing;
Stock Control Clerk

7. Constant use of sight abilities in comparing records, reading paperwork/screen, typing, etc.; visual requirements include visual acuity in near- and mid-range vision;

8. Frequent use of speech/hearing abilities in communicating with coworkers and supervisors while tracking down discrepancies and giving/receiving instructions.

Mental

1. Constant mental alertness, attention to detail, and high degree of accuracy required in reviewing and investigating inventory discrepancies and maintaining a safe work environment;

2. Must be able to work independently, use judgement, and make decisions to follow through on all assignments;

3. Must be able to work under pressure of deadlines and heavy work load;

4. Must be able to plan and organize to ensure work is done in an efficient and timely manner;

5. Must use logic and systematic thought process to track down and correct inventory discrepancies;

6. Must possess excellent mathematical skills, ability to read/write/speak English, and ability to communicate with others in an effective and professional manner.

WORKING CONDITIONS AND EQUIPMENT USED

Work is performed in general office conditions.

Tools & Equipment Used: 10-key, calculator, typewriter, telephone, copier, fax, and personal computer.

REQUIRED TRAINING AND WORK EXPERIENCE

High school diploma or equivalent required. Two years of experience providing a background in accounting/bookkeeping and computerized inventory control experience.

OTHER SPECIAL QUALIFICATIONS

Proficient in 10-key or calculator operation. Must possess personal computer experience with knowledge of Lotus 1-2-3 and dBase preferred.