

Supply Clerk Job Description

Our innovative and growing company is looking for a supply clerk. We appreciate you taking the time to review the list of qualifications and to apply for the position. If you don't fill all of the qualifications, you may still be considered depending on your level of experience.

Responsibilities for supply clerk

- Special projects as assigned by Supply Chain Manager
- Maintain a high degree of confidentiality and independence
- Responsible for purchase materials, accessories and/or services in support of manufacturing
- Must utilize NCI's agreements and approved suppliers
- Must oversee required products and services are to be secured at cost, quality and delivered by required date consistent with company policy and performance standards
- Responsible for Purchase Order execution and document retention
- The position works closely with manufacturing, sales personnel and suppliers to analyze materials consumption and stocking levels
- Must be able to work well with internal customers vendors and suppliers
- Review Min/Max and Min/Max Demand Report Daily
- Create purchase orders for component replenishment and outside services

Qualifications for supply clerk

- Able to work under demanding time constraints
- Desire to learn and accept new tasks as assigned
- Keyboarding skills and ability to use a calculator or similar office equipment is preferred
- Understanding of materials management, with prior experience preferred
- Incumbent must be able to lift up to 35 pounds regularly, and up to 50 pounds periodically (waist high)
- Associate's or Bachelor's degree in supply chain or related field preferred, but not required

Supply Clerk Career Examination

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Extending Apportionment Requirement to Temporary Summer Employment. Hearing ... 88-1 ... December 11, 1963 United States. Congress. Senate. Post Office and Civil Service, 1964 *Proceedings ... Rochester (N.Y.). Council*, 1901

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