

Killeen Independent School District Job Description

Job Title: Stock Control Clerk
Department: Purchasing and Warehousing Services
Reports To: Lead Stock Control Clerk
FLSA Status: Non-exempt

SUMMARY

Establishes and maintains warehouse stock levels to support KISD requirements. Orders, receives, stores, issues, and ships materials, supplies, tools, equipment, and parts in the warehouse.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following:

Maintains accountability over stock/inventory in the warehouse facilities of Warehousing Services Department.

Maintains accurate stock record balances by ensuring proper and timely posting of all receipts, issues, and/or adjustments affecting stock balances. Creates spreadsheets, data breakdowns and reports for Stock Control Department.

Maintains records concerned with ordering, receiving, storing, issuing, and shipping materials, supplies, and equipment, as well as conducting customer service, research for Stock and Distribution Center outgoing order and delivery.

Establishes and maintains stock levels for assigned item numbers as well as conducting weekly Cycle Counts in the Distribution Service Department.

Monitors stock levels and determines when and how much to order to maintain continued support to customers. Checks stock daily online & physically.

Tracks delivery schedules for due in stock; receives status from vendors, coordinates with Purchasing staff to resolve discrepancies or potential default situations.

Coordinates the return of damaged/incorrect products and obtains proper credit.

Assists in processing, investigation, and resolving warehouse denial and ensures customers receive proper credit/adjustments and that inventory balance adjustments are completed properly and on time.

Conducts research to determine the cause of inventory discrepancies as well as report breakdowns of those discrepancies.

Coordinates with accounts payable and computer services staff to ensure proper inventory balances are maintained.

Ensures proper prices are reflected in customers' catalogs and that prices are reflected correctly based on unit of issue of sale.

Maintains a backorder system to ensure customers receive out-of-stock items as soon as stock is replenished.

Serves as final edit and quality control point for documentation of products flowing through the warehouse.

Assists in forecasting requirements. Coordinates with purchasing staff and customer/activities to ensure products are on hand or on order to satisfy the District's requirements.

Performs other such duties as may be assigned by the Lead Stock Control Clerk or Supervisor of Warehousing Services.

SUPERVISORY RESPONSIBILITIES This position has no supervisory responsibilities.

QUALIFICATIONS To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION and/or EXPERIENCE High school diploma or general education degree (GED). Some college preferred. Current valid driver's license required. Two years warehouse/stock control and accounting experience preferred.

LANGUAGE SKILLS Ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures, or governmental regulations. Ability to write reports, business correspondence, and procedure manuals. Ability to effectively present information and respond to questions from groups of managers, clients, customers, and the general public.

MATHEMATICAL SKILLS Ability to add, subtract, multiply, and divide in all units of measure using whole numbers, common fractions, and decimals.

BASIC COMPUTER KNOWLEDGE Ability to use and navigate basic computer skills as well as some detailed knowledge of Microsoft Office software is preferred.

REASONING ABILITY to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form. Ability to multitask daily and be flexible to any new or existing assignments given outside your daily workload.

PHYSICAL DEMANDS The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Continual walking, standing climbing, stooping, bending, kneeling, and reaching with hand and arms and use hand to finger, handle, or feel. Must be able to lift up to 50 pounds

WORK ENVIRONMENT The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Primary environment will be a fast-paced office setting with daily customer service needs & questions answered in a timely fashion on the phone as well as in person.

Work outside and inside, work around machinery with moving parts, work around moving objects or vehicles; exposed to dampness, humidity, hot and cold weather, and slippery or uneven walking surfaces. The noise level in the work environment is usually moderate.

OTHER SKILLS AND ABILITIES Ability to operate light truck (less than 26,000 lbs). Use computer, hand tools, forklift, ladder, dolly, scaffolding, pallet jack, and hand truck.

OTHER QUALIFICATIONS Knowledge of business law as it pertains to procurement for school districts.

Revised Date: March 17, 2022

The foregoing statements describe the general purpose and responsibilities assigned to this job and are not an exhaustive list of all responsibilities, duties, and skills that may be required.