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| Job Title: | Store Clerk | Job Code/ Req#: | 64325 |
| Department/Group: | TN School Blind | Position Type: | Contract |
| Duration : | 05/25/2025 - 01/30/2026 | Date Posted: | 04/30/2025 |
| Expenses Allowed | No | Posting Expires: | 05/09/2025 |
| **Location :** | On Site**Address** 115 Stewarts Ferry Pike Nashville, Tennessee 37214 | **Quantity Requested :** | 1 |
| **Level/Salary Range :** | $23/hr on C2C | Send Resumes to : | resumes@taurusbiz.com |
| **Schedule:** |
| **Days**Monday Yes Tuesday Yes Wednesday Yes Thursday Yes Friday Yes Saturday No Sunday No**Hours/Day**8**Time Zone**CST**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_****Shifts Start Time End Time Description Active**Shift 1 8:00AM 5:00PM Yes\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**Description****General Description:** The **Store Clerk** is responsible for managing the daily operations of a storehouse, including receiving, storing, and distributing goods or materials. Working under general supervision, the Store Clerk performs clerical and logistical tasks related to inventory control, order processing, and stock management. This position requires attention to detail, strong organizational skills, and the ability to handle both administrative duties and manual labor as needed. **Minimum Qualification** * Demonstrates a strong commitment to accuracy and attention to detail in all storehouse operations,

maintaining high standards of performance Approaches tasks with a positive attitude, seeking solutions to challenges and maintaining a constructive outlook in the workplace. * Exercises practical decision-making skills, particularly when resolving discrepancies in shipments, inventory counts, or stock shortages
* Takes initiative and demonstrates the confidence to address issues as they arise, including reporting safety concerns or inventory discrepancies to supervisors.
* Works collaboratively with storehouse staff, supervisors, and other departments to ensure seamless storehouse operations, actively supporting the success of the broader organization

**Duties and Responsibilities:** * Operates a small storehouse, often found in smaller departments, parks, laboratories, military sites, or health units such as family planning or maternal health programs.
* Responsible for managing a sub-inventory storehouse that serves as an extension of a main warehouse, typically dealing with items like clothing, furniture, or other essential property.
* Assists a Storekeeper in handling the receipt, disbursement, shipping, ordering, and inventory of a moderate-sized storehouse, which might serve units like hospital maintenance or large institutional support functions.
* May assist with specialized inventory operations such as managing specific sections or helping Storekeepers responsible for larger inventory storehouses.
* Receives incoming shipments from vendors, verifying that items match descriptions, quantities, and conditions specified in purchase or shipping orders. This includes thoroughly inspecting packages to ensure no damage or discrepancies are present.
* Accurately records and checks shipments against purchase orders, bills of landing, shipping orders, and other related documentation to maintain inventory accuracy.
* Unpacks, sorts, and stores items in their designated areas, ensuring that all storage practices are safe, and items are readily accessible for future use.
* Posts and records all incoming items in inventory management systems, updates logs, and follows procedures for stock rotation as needed to avoid spoilage or obsolescence.
* Conducts routine physical inventories to ensure all stock is accounted for and submits reports for review by supervisors.
* Monitors inventory levels and prepares orders for replacement commodities, ensuring that necessary stock is always available for operation continuity.
* Generates and prepares regular reports detailing storehouse activities, including stock levels, inventory discrepancies, and shipping/receiving records.
* May oversee the work of lower-level storehouse staff, providing guidance on tasks such as receiving, shipping, or inventory management
* In correctional facilities, this role may include directing inmates who are assigned to assist with storehouse activities, ensuring compliance with safety regulations and procedures

**Knowledge, Skills, & Abilities:** **Skills** * Basic knowledge of storehouse or warehouse operations, including receiving, stocking, and inventory procedures.
* An ability to perform clerical tasks such as maintaining records, processing orders, and using basic office equipment (calculators, copy machines, telephones).
* Physical ability to lift and move heavy items as needed in the storehouse (occasionally using pallet jacks, forklifts, or other equipment). Attention to detail and strong organizational skills for accurate inventory tracking.
* Ability to follow safety protocols and procedures in handling materials and equipment.

**Knowledge** * Understanding inventory control methods, including receiving, storing, rotating, and issuing stock.
* Knowledge of how to maintain accurate inventory records and conduct periodic stock counts.

**Ability*** Familiarity with the process of receiving goods, verifying shipments, and checking items against purchase orders or shipping documentation.
* Understanding proper documentation practices for recording incoming and outgoing materials.
* Knowledge of safety protocols for handling and storing various types of goods, including hazardous materials or perishable items.
* Awareness of workplace safety guidelines, including proper lifting techniques and the safe use of warehouse equipment like forklifts or pallet jacks.
* Ability to perform simple calculations related to inventory counts, order quantities, and stock levels. Intermediate ability to solve problems.
* Knowledge of standard office procedures, including filing, record keeping, and using basic office equipment such as calculators, telephones, and copy machines.
* Ability to prepare reports related to storehouse operations, inventory levels, and transactions.
* Familiarity with inventory management software or systems (such as E.D.I.S.O.N or other storehouserelated software) for tracking inventory and processing orders.
* Basic knowledge of Microsoft Office (Word, Excel) or similar software to generate reports and maintain records.
* Understanding the importance of clear and effective communication when working with vendors, other departments, and storehouse staff.
* Knowledge of customer service principles to ensure timely and accurate fulfillment of internal or external requests for materials.
* Basic ability to build and maintain relationships.
* Basic ability to work flexible hours and adapt to shifting work demands.
* Basic ability to demonstrate tact and patience.
* Intermediate ability to keep confidential information.
* Basic ability to interact with a variety of people and/or teams, handle different types of data for various purposes, and use specialized equipment related to the job.
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| **Reviewed By:** | Swathi G | **Date:** | 04/30/2025 |
| **Approved By:** | Ram S | **Date:** | 04/30/2025 |
| **Last Updated By:** | Swathi G | **Date/Time:** | 04/30/2025 |