

REYNOLDS ELECTRICAL & ENGINEERING CO., INC.  
POSITION DESCRIPTION

POSITION TITLE: Stock Control Clerk

JOB CODE : 050670

DATE PREPARED : August 1, 1983

Revised: October 27, 1993

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**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**

<i>Constantly = Over 2/3 of time</i>
<i>Frequently = 1/3 - 2/3 of time</i>
<i>Occasionally = Less than 1/3 of time</i>

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.