



ANGELES ELECTRIC CORPORATION

## JOB DESCRIPTION

**POSITION TITLE:**

**STOCK CLERK**

**JOB OBJECTIVES:**

To ensure accurate recording of the materials, supplies, and equipment delivered to them by the suppliers and perform monitoring functions to establish control on the requisitions and deliveries to the requesting units

**SPECIFIC DUTIES AND RESPONSIBILITIES:**

1. Receives materials requisition forms from various units to determine the needed resources for a certain project or activity and helps process the purchase orders in a timely manner;
2. Ensures accuracy on the items delivered as against the receipts prepared by the supplier to monitor the cost incurred and could resolve any discrepancy that may arise;
3. Keeps files of the following to serve as forecasting tool on the items to be maintained:
  - a. Suppliers' invoices, purchase requisition forms, materials requirement, and materials turn-in slips for the items being issued to the requesting units;
  - b. Daily reports regarding the status of outgoing materials, supplies, and equipment;
4. Performs daily spot-checking on stocks that need warehousing, cleaning, and repair to prevent mislocation, corrosion from exposure to elements, and possible pilferage;
5. Maintains and controls the stock level of supplies, tools, materials, and equipment and initiates purchase requisitions for replenishment of stock items upon reaching the reorder points to ensure efficiency in the operation;
6. Conducts periodic inventory of materials to check the accuracy of control records and determine their location and condition;
7. Maintains good housekeeping in the storeroom and the proper handling, storing, and safekeeping of supplies, tools, and equipment to ensure orderliness in the unit;
8. Performs other tasks inherent to the position.

**JOB SPECIFICATIONS/QUALIFICATIONS:**

**Education** : Graduate of a 4-year College Course

**Experience** : At least one (1) year experience in clerical work

**Competencies** : Basic:

- Communication
- Innovation
- Integrity
- Adaptability

Functional:

- Planning and Organizing
- Achievement/ Results Orientation
- Technical Proficiency
- Computer Literacy

**WORKING CONDITIONS and PHYSICAL DEMANDS:**

An eight-hour duty in a well-ventilated office that requires the use of computer, telephone and other office equipment and the need to make occasional trips to and from areas to coordinate and perform work with other units.