

Careers in the Supply Chain

MERCHANDISE CONTROL CLERK

National Occupational Classification Code – 1474

Alternative Titles:

- inventory control clerk
- inventory planner
- procurement clerk
- purchasing clerk
- purchasing clerk assistant



Industry Description

Merchandise Control Clerks process purchasing transactions and maintain inventories of materials, equipment and stock.

General Job Description

Merchandise Control Clerks are responsible for ensuring that the merchandise flow is managed through the organization to the supplier.

Job Functions

Merchandise Control Clerks perform some or all of the following duties:

- Responsible for tracking and reporting on freight movements, in-stocks and priority shipments.
- Work closely with the Operations group to prioritize both inbound and outbound freight movements.
- Prioritize loads in order to ensure that maximum in-stock levels are maintained.
- Work closely with clients to ensure clients' needs are being met.
- Coordinate special projects, modular events and product launches to ensure that they are handled in a timely, efficient manner.
- Ongoing and open communication with vendors and buyers to ensure clients' needs are being met and service levels are maintained.
- Monitor inventory levels as materials, equipment and stock are issued, transferred within an establishment or sold to the public, using manual or computerized inventory systems.
- Compile inventory reports, recording the quantity, type and value of materials, equipment and stock on hand, using manual or computerized inventory systems.
- Prepare requisition orders to replenish materials, equipment and stock.
- Maintain stock rotation and dispose of and account for outdated stock.
- Enter data for production scheduling, stock replenishment/relocation and inventory adjustments.
- Reconcile physical inventories with computer counts.

Physical Demands Analysis

- Frequent standing and walking, occasional sitting.
- Standing and walking may be on concrete, tile, or outdoor surfaces when stocking shelves, stocking/condensing pallets, assembling displays.
- Frequent lifting or carrying up to 25 lbs. and occasionally up to 75 lbs. when assembling displays, handling products to stock shelves and restacking pallets.
- Frequent pushing/pulling when rotating products, stocking shelves, restocking pallets and assembling displays.
- Occasional climbing during warmer months as displays are built to reach roof of stores. Additional climbing may be needed when placing products on top of stores shelves (5-6 ft. high). A short step ladder may be used.
- Frequent kneeling when rotating products or assembling displays on lower shelves.
- Frequent reaching whenever stocking shelves, restacking/condensing pallets and making displays.
- Usually work is performed in a temperature-controlled environment, except when driving to and from stores and when assembling displays outside during summer months.

Position Expectations

Essential Skills	
Reading Text	1
Document Use	1
Computation	2
Writing	2
Oral Communication	2
Thinking Skills	2
Working with Others	2
Computers	2
Continuous Learning	2

Scale: 0 = n/a, 1 = minimal, 2 = moderate, 3 = high

Salary Range

Visit Working in Canada, at <http://workingincanada.gc.ca/welcome.do?lang=en>, to get current information about this position, including salary information.

Pre-employment Skills

- Completion of secondary school is required.
- Courses in purchasing management may be required for purchasing clerks.
- Courses in production and inventory management and ability to operate a computerized inventory system may be required for inventory clerks.

Find information about supply chain-related educational offerings across Canada in the CSCSC's education compendium, at <http://www.supplychaincanada.org/en/education-information>.

Career Levels/Years of Experience

Career Levels	Position	Average Experience	
		From	To
10	Site Manager	7 years	
9	Operations Manager	5 years +	
8	Cross Functional Training	4 years +	
7	Area/Department Manager	4 years +	
6	Manager Trainee	4 years	
5	Team Leader (Supervisor)	3 years	
4	Team Leader Trainee	2 years	4 years
3	Cross Functional	1 year	3 years
2	Clerical	3 months	3 years +
1	Merchandiser	3 months	1 year+

References

- NOC (National Occupational Classification Codes), Government of Canada – <http://www5.hrsdc.gc.ca/NOC/English/NOC/2011/Welcome.aspx>
- Essential Skills – <http://www.hrsdc.gc.ca/eng/workplaceskills/LES/index.shtml>