



**Job title:** Warehouse Clerk  
**Department:** Parts Department  
**Reporting to:**  
**Date written:**  
**Approved by:**  
**Approval date:**  
**Date reviewed:**  
**Employment status:**  
**Written by:**

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**SUMMARY JOB DESCRIPTION**

<i>Receives and ships parts and keeps them organized.</i>

The **MAJOR TASKS** are listed below, but the incumbent may be assigned to other duties.

- Ensures that the shelves in the parts department are adequately stocked.
- Receives and unpacks orders and stocks the parts, ensuring that they are adequately organized.
- Packs all parts to be returned to the manufacturer or the supplier in a box, when a part is replaced.
- Ensures that the parts department is clean on a daily basis, by removing old boxes and waste, sweeping the floor and cleaning the parts containers.
- Maintains a professional appearance.
- Performs other duties, based on management requirements and instructions.

**SECONDARY TASKS**

- *Description of one or more secondary tasks to be added, according to your needs.*

**JOB REQUIREMENTS**

**Language skills**  
**Knowledge and skills**  
**Responsibilities**

**Effort**  
**Work conditions**  
**Other requirements**

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Uses his/her software efficiently to obtain more details about the requirements of the job. This software has the advantage that it incorporates the sixteen job evaluation factors developed by

the CCAQ to facilitate the achievement of pay equity within the business. With this software, each job evaluation criterion for the jobs related to a job can be indicated below each job description.

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***N.B.: In this publication, the use of the masculine to refer to people does not imply any discrimination.***

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