

For information on becoming a *Stock Clerk/Order Filler* see **Sources of additional information** within this brochure.

For information on youth employment opportunities, contact a career counselor at your high school or employment counselor or job and information center coordinator at your local NH Employment Security Office.

Berlin (752-5500)

151 Pleasant Street, P.O. Box 159, 03570-0159

Claremont (543-3111)

404 Washington Street, P.O. Box 180, 03743-0180

Concord (228-4100)

10 West Street, P.O. Box 1140, 03302-1140

Conway (447-5924)

518 White Mountain Highway, 03818-4205

Keene (352-1904)

109 Key Road, 03431-3926

Laconia (524-3960)

426 Union Avenue, Suite 3, 03246-2894

Lebanon (448-6340)

85 Mechanic Street, 03766-1506

Littleton (444-2971)

646 Union Street, Suite 100, 03561-5314

Manchester (627-7841)

300 Hanover Street, 03104-4957

Nashua (882-5177)

6 Townsend West, 03063-1217

Portsmouth (436-3702)

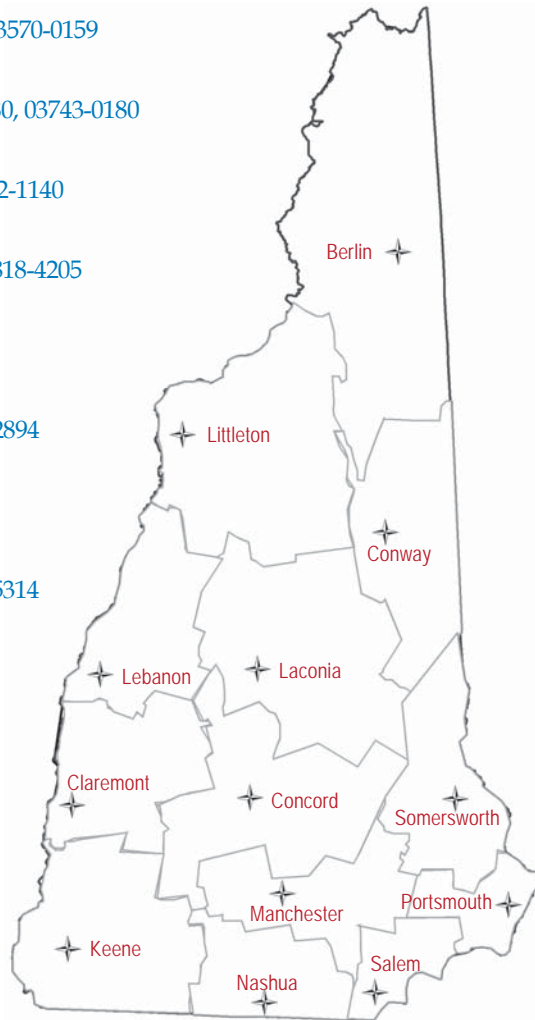
2000 Lafayette Road, 03801-5673

Salem (893-9185)

29 South Broadway, 03079-3026

Somersworth (742-3600)

6 Marsh Brook Drive, 03878-1595



For more information on this series of brochures, or to find out about our other products, contact us at:

New Hampshire Employment Security
Economic and Labor Market Information Bureau
32 South Main Street, Concord, NH 03301-4857
Phone: (603) 228-4124, E-mail: elmi@nhes.nh.gov, Web site: www.nh.gov/nhes/elmi

SOC 43-5081
NHCRN 03/09

So, you want to be a ...



Stock Clerk/Order Filler

Marketing, Sales & Service

Projected to be among the occupations with the most openings
(New Hampshire Occupational Projections, 2006-2016)

Here are a few things
you should know.



Your gateway to New Hampshire workforce and career information



You'll want to know a few things about this career

Average Hourly Wage

\$11.57

Expected 10 year Growth

-5%

Average Annual Openings

226

Training/Education Needed

Short On-the-Job or Military Training
Usually requires a high school diploma or GED certificate. May require some vocational training or job-related course work.

Basic Skills

Listening, speaking, math, sales and marketing

Job Skills

Service orientation, social perceptiveness, active listening, mathematics, speaking, reading comprehension, quality control analysis

So, you want to be a ...



Stock Clerk/Order Filler

Projected to be among the occupation with the most openings (New Hampshire Occupational Projections, 2006-2016)

Tasks

Source: O*Net Online

1. Receives and count stock items, and record data manually or using computer.
2. Pack and unpack items to be stocked or shelves in stockrooms, warehouses, or storage yards.
3. Verify inventory computations by comparing them to physical counts of stock, and investigate discrepancies or adjust errors.
4. Store items in an orderly and accessible manner in warehouses, tool rooms, supply rooms, or other areas.
5. Mark stock items using identification tags, stamps, electric marking tools, or other labeling equipment.
6. Cleans and maintain supplies, tools, equipment, and storage areas in order to ensure compliance with safety regulations.
7. Determine proper storage methods, identifications, and stock location based on turnover, environmental factors, and physical capabilities of facilities.
8. Keep records on the use and /or damage of stock or stock handling equipment.
9. Examine and inspect stock items for wear or defects, reporting any damage to supervisors.
10. Provide assistance or direction to other stockroom, warehouse, or storage yard workers.

Interests (Holland Code)

RC
(Realistic, Conventional)

Career Cluster

Marketing, Sales and Service

Working Conditions

Varies depending upon place of employment (May involve frequent standing, bending, walking, and stretching. Also some lifting of smaller items may be involved)

Average Work Week

Hours vary (Evenings and weekends are common, and maybe required when large shipments are involved or when inventory is taken)

Sources of Additional Information

NH Employment Security (Contact office nearest you or go online to www.nh.gov/nhes)

National Retail Federation
325 7th Street NW,
Suite 1100
Washington, DC 20004
www.nrf.com