

# Material Recording Clerks

SOC: 43-5061 • Career Profile Report

## ■ Key Facts

\$46,120

Median Salary

75,800

Employment

-6.0%

Growth Rate

## ■ Requirements & Salary Range

Education: High school diploma

## ■ Automation Risk Assessment

**Medium Risk** - 50.0% probability of being automated in the next 10-20 years.

This job has some routine elements but still requires human judgment and interaction.

## ■■ Work-Life Balance

**6.3/10** - Good work-life balance

## ■ Personality Fit (RIASEC)

Higher scores indicate better personality fit for this career type.

Realistic	4.8/10	Investigative	5.4/10
Artistic	4.0/10	Social	6.2/10
Enterprising	5.4/10	Conventional	9.2/10

## ■ Top Skills Required

Communication skills, Customer-service skills, Detail oriented, Math skills

### ✓ Strengths

- High Demand
- Flexible Work
- Continuous Learning

### ■ Challenges

- Burnout Risk
- Rapid Technological Change

## ■ What They Do

Material Recording Clerks are logistics and inventory professionals who track, document, and manage **the movement, storage, and status of materials and products** within organizations. They ensure that goods are accurately recorded as they are received, stored, issued, or shipped, helping businesses maintain inventory control, prevent losses, and keep operations running smoothly. Their work is essential in supply chains where accuracy, timing, and documentation matter.

This career is well suited for individuals who are detail-oriented, organized, and comfortable working with records, inventory systems, and routine processes.

## What Do Material Recording Clerks Do?

Material recording clerks maintain accurate records of inventory and material flow. Their duties vary by workplace but consistently focus on tracking quantities, locations, and movement of goods.

Common responsibilities include:

- Recording incoming and outgoing materials and products
- Verifying shipment contents against invoices or orders
- Updating inventory records in databases or tracking systems
- Labeling, tagging, or coding inventory items
- Monitoring stock levels and reporting shortages or discrepancies
- Preparing documentation for shipping, receiving, or storage
- Coordinating with warehouse staff, purchasing, or logistics teams

## Types of Material Recording Clerks

This occupation includes several closely related roles:

- Stock Clerks and Inventory Clerks: Track inventory levels and maintain stock records.
- Shipping and Receiving Clerks: Document incoming and outgoing shipments.
- Production Clerks: Record materials used in manufacturing processes.
- Warehouse Clerks: Manage inventory documentation within storage facilities.
- Supply Clerks: Track materials and supplies for internal departments.
- Order Clerks (materials-focused): Process and document material orders.

## Skills and Abilities Needed

Material recording clerks combine administrative accuracy with basic logistics knowledge.

### ***Core Professional Skills***

### ***Personal Qualities That Matter***

## Education and Training Pathway

Most material recording clerks enter the field with basic education and job-specific training:

- High School Diploma or Equivalent: Required for most positions
- On-the-Job Training: Learning inventory systems, procedures, and documentation
- Computer Skills Training: Use of spreadsheets or inventory software
- Safety and Workplace Training: Understanding warehouse or facility safety rules
- Advancement Opportunities: Progression to inventory control specialist or logistics roles

## Where Do Material Recording Clerks Work?

Material recording clerks are employed across many industries that manage physical goods:

- Warehouses and Distribution Centers

- Manufacturing and Production Facilities
- Retail and Wholesale Operations
- Transportation and Logistics Companies
- Hospitals and Healthcare Supply Departments
- Government and Public Sector Organizations

Work environments may include offices, stockrooms, or warehouse floors.

## How Much Do Material Recording Clerks Earn?

Earnings vary by industry, experience, and location:

- Entry-Level Clerks: Typically earn hourly wages in administrative or warehouse roles
- Experienced Clerks: Often earn higher pay with system knowledge and responsibility
- Inventory Control Specialists: May earn more with advanced tracking or supervisory duties

Compensation may include shift differentials or overtime in logistics environments.

## Is This Career Difficult?

This career is not technically complex but requires consistent accuracy and focus. Errors in recording can disrupt inventory systems and operations. The challenge lies in maintaining attention to detail while handling repetitive tasks and meeting time-sensitive demands.

## Who Should Consider Becoming a Material Recording Clerk?

This career may be a good fit if you:

- Enjoy organized, detail-oriented work
- Like tracking information and maintaining records
- Are comfortable with routine tasks
- Prefer structured procedures and clear expectations
- Want entry-level access to logistics or supply chain careers

## How to Prepare Early

- Practice basic math and recordkeeping skills
- Learn spreadsheet and data entry basics
- Develop organizational and time-management habits
- Gain experience in retail, stockrooms, or warehouses
- Familiarize yourself with inventory or logistics concepts

**Material recording clerks keep supply chains accurate and efficient by ensuring that every item is tracked, documented, and accounted for from arrival to final use.**