

Warehouse Clerk Job Description

Job Classification: Part Time / Full Time, Non-Exempt

Reporting Relationship: Operations Manager

Job Summary:

Responsible for a variety of warehouse duties, including shipping and receiving, unloading and loading trucks, fulfilling purchase orders, delivery, and keeping warehouse stocked with essentials.

Major Duties:

- Receive trucks and unload merchandise.
- Ensure machinery is serviced and functional.
- Check in merchandise and affix labels.
- Match purchase orders to sales orders.
- Fulfill customer orders.
- Move materials off racks and package for shipment.
- Fill requisitions, work orders, and requests.
- Follow all safety codes.
- Place merchandise on pallets or shelves for distribution.
- Record amounts of materials or items received.
- Organize warehouse and work area for orderliness at all times.
- Sort material according to size, type, style, color, or product code.
- Carry out tasks as assigned with accuracy.
- Minimize losses due to damage.
- Identify damage, loss, or surplus of goods and materials stored in the warehouse.
- Compile inventory balances.
- Maintain records of all activities and processes pertaining to the storehouse.

Qualifications:

- High school diploma or equivalent is required.
- Working proficiency with computers.
- Valid Driver's License is required and must be insurable.
- Ability to successfully pass pre-employment background checks.
- Ability to communicate clearly and professionally through both verbal and written skills.
- Ability to think critically and use logic and reasoning to identify alternative solutions, approaches and conclusions to problems.
- Ability to make decisions while exhibiting sound and accurate judgment.
- Ability to organize and prioritize multiple tasks in a fast-paced environment.
- Ability to amend the schedule and assist with additional coverage, as needed.

Physical Demands:

While performing the duties of this job, the employee is regularly required to use hands to finger, handle or feel; reach with hands and arms; and talk or hear. The employee frequently is required to stand; walk; and stoop, kneel, crouch or crawl. The employee is occasionally required to sit and climb or balance. The employee must regularly lift and/or move objects up to 10 pounds, frequently lift and/or move objects up to 55 pounds, and occasionally lift and/or move objects that weigh more than 100 pounds. Specific vision abilities required by this job include close vision, distance vision, peripheral vision, depth perception and ability to adjust focus.

