Downloaded from <https://www.velvetjobs.com/job-descriptions/associate-warehouse-operations>

# Example of Associate, Warehouse Operations Job Description

Our company is hiring for an associate, warehouse operations. To join our growing team, please review the list of responsibilities and qualifications.

## Responsibilities for associate, warehouse operations

* Packs orders for domestic and international shipment as required for the transportation mode per company guidelines
* Reports inventory variances relative to stocking transactions and submit adjustment requests
* Receive Receipt of Raw Materials and Finished Goods and other deliveries
* Stock Inventory Finished Goods shelves and WIP locations as required
* Move materials and store in proper locations both electronically and physically
* Accurately fill out material transfer forms for transfer of materials to and from various locations
* Fulfill Manufacturing Material requirements
* Ship all products as required
* Move of sterile and non- sterile product
* Pick orders manually, assuring items are properly picked, packed, weighed and confirmed

## Qualifications for associate, warehouse operations

* Ability to problem-solve & handle difficult situations
* 3+ years of professional experience in manufacturing, supply chain, and/or logistics
* Exceptional project and system management skills
* Passionate and high-energy leader, possessing the diplomacy and cooperative style to positively influence outcomes
* Skilled in reading basic tools of measurements, tape measure, calipers
* Ability to read and interpret Liebherr Employee Rules and Regulations, company safety rules, operating and maintenance instructions, production and customer sales orders