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# Example of Associate Warehouse Job Description

Our growing company is searching for experienced candidates for the position of associate warehouse. We appreciate you taking the time to review the list of qualifications and to apply for the position. If you don’t fill all of the qualifications, you may still be considered depending on your level of experience.

## Responsibilities for associate warehouse

* Interface and communicate with customers in professional and courteous manner
* Be safety conscientious and have knowledge of cargo handling
* Be familiar with state and local DOT requirements
* Communicate any and all issues in a timely manner with management
* Be able to perform warehouse duties such as picking, staging and shipping orders when called upon with proper cross training
* Pulling parts inventory from customer service sales orders
* Packaging parts inventory to be shipped to the customer
* Shipping parts to customer
* Unloading merchandise being received from loading docks to stock and place into warehouse inventory
* Move materials through facility with the use of material handling equipment

## Qualifications for associate warehouse

* Previous experience with Oracle (an asset)
* Ability frequently lift and carry boxes weighing up to 35 pounds for intervals of 15-30 minutes
* 2-3 years of related experience, included outbound shipping
* Performs warehouse operations functions within the operating guidelines of the facility
* Picking material while ensuring perfect quantity and material match
* Packing material with care to ensure our customers get what they ordered and in perfect shape