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# Example of Associate Warehouse Job Description

Our company is growing rapidly and is searching for experienced candidates for the position of associate warehouse. To join our growing team, please review the list of responsibilities and qualifications.

## Responsibilities for associate warehouse

* Check in and organize materials on shelves
* Pack up for shipments going to be sent out
* Production assembly and supplies management, refrigerated box assembly and frozen handling
* Required to be trained and understand the operation of Innomar’s operation ERP software (Adonix) and be able to function within the system
* Operate machinery as needed
* Load/Unload product
* Security and quantity accuracy of physical inventory
* The environmental safety of the materials stored and handled
* Safe operation of all equipment, including fork lifts, pallet jacks, dock levelers, ladders, safety equipment, mixing equipment, pallet wrapping tools and hand tools
* Timely and accurate receiving, storing and shipping of materials, including physical count and documentation records, such as shipping and receiving records

## Qualifications for associate warehouse

* Are you 18 years of age or older?
* Are you dependable, punctual & able to demonstrate good work habits?
* A high school diploma, with some college preferred
* Good physical condition with the ability to frequently lift and move 25-50 lbs
* Must be able to speak, read and write fluently in the English language
* Ability to bend and lift throughout the day, manually unloading and loading merchandise