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# Example of Clerk Warehouse Job Description

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

## Responsibilities for clerk warehouse

* Complying with all FDA regulations and company’s quality systems with regard to storage, handling and traceability of inventory
* Wrapping Pallets to prepare outgoing shipment
* Loading and unloading shipments
* Warehouse duties such as lifting, pushing, packaging, wrapping boxes, scanning boxes
* General labour work
* Pushing products, lifting products, moving products with hands, walking, climbing stairs
* Receives and processes deliveries
* Enters material receipt and issue information into the inventory system
* Maintains inventory controls by properly stocking material and tracking inventory
* Maintain minimum and maximum stock levels

## Qualifications for clerk warehouse

* AS400 knowledge along with all Office Applications preferred
* Organized, detailed, and capable of multi-tasking
* Ability to operate a packet jack
* Ability to read and comprehend sales orders, product labels, and product catalogs
* Very proficient, quick and comfortable with personal computer navigation and operation
* Previous Warehouse experience in required