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# Example of Clerk Warehouse Job Description

Our innovative and growing company is looking to fill the role of clerk 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 clerk warehouse

* Inspect and unload incoming shipments, observe and document shortages, refuse bad items, and inform the shipper to replace damaged items and correct shortages
* Maintain inventory of shipping materials supplies
* Barcode and store client boxes upon receipt
* Maintain list and identify boxes for destruction
* Sort incoming documents for proper distribution
* Ship and receive packages as needed
* May operate shredding machines
* May perform general labor such as changing light bulbs, replacing furnace filters, move furniture
* Examines records such as bills, computer printouts, bills of lading, and related documents and correspondence and Informs customer of unit prices, shipping dates, anticipated delays and any additional information needed by customer using mail, e-mail or telephone
* Enters order into automated system, and computes total cost for customer

## Qualifications for clerk warehouse

* \*3 Professional work References are required from the Selected Candidate as part of the on-boarding process\*\*
* Code 8 drivers and forklift licenses
* Warehouse experience (2 yrs)
* Relevant ERP system experience, preferably SAP Materials Management
* Must be reliable for shift
* Computer literate is mandatory