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# Example of Driver / Warehouse Job Description

Our innovative and growing company is searching for experienced candidates for the position of driver / warehouse. If you are looking for an exciting place to work, please take a look at the list of qualifications below.

## Responsibilities for driver / warehouse

* Complies with all HSE regulations and requirements
* Must be able to work with the team in developing improved work processes for the department
* Utilizes computerized inventory system
* Resolve vendor discrepancies and report those that are more complex to a higher level
* Maintain an adequate inventory of warehouse supplies
* Assures material discrepancies are handled in a timely manner
* Coordinating and communicating with production to assess the need for raw materials
* Assist with Warehouse duties to include machine and/or forklift operation, housekeeping
* Forklift OperationsApply for this position
* Assist with Customer Service Representative (Inside Sales) duties in the afternoons

## Qualifications for driver / warehouse

* Requires intermittent periods during which continuous physical exertion is required, such as walking, standing, stooping, climbing, lifting, and maneuvering material or equipment, some of which may be heavy (50+ pounds) or awkward
* Must have warehouse experience
* Valid commercial driver’s license and forklift certificate
* Ability to pass government physical, drug, and alcohol tests
* Knowledge of Microsoft Excel and Outlook a plus
* Minimum of 5 years trade experience in garment manufacturing and/or warehouse/distribution