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# Example of Night Warehouse Job Description

Our company is growing rapidly and is looking to fill the role of night warehouse. To join our growing team, please review the list of responsibilities and qualifications.

## Responsibilities for night warehouse

* Suggests efficiency ideas, cost reduction measures and assists with implementation of changes within night warehouse
* Conducts shipping and loading audits daily ensuring all required documentation is accurately completed and that material is handled and stored correctly with a minimum potential for loss
* Collaborates with Transportation Department to ensure all yard associates are properly qualified per DOT and Company standards
* Comply with and enforce adherence to departmental Preferred Work Methods (PWMs)
* Holiday, Weekend and Overtime work required
* This job description in no way states or implies that these are the only duties to be performed by the employee(s) incumbent in this position
* Accurately andefficiently pulls case and bottle orders and loads them onto the conveyors
* Stacks product in truck box and/or trailer manually
* Load kegs, re-ships and other non-conveyable items on to route trucks or trailers
* Replenishes stock on full case line and bottle room as needed by using forklift, pallet jack or order-picker using full range of peripheral vision to operate such equipment safely

## Qualifications for night warehouse

* Minimum three (3) years warehouse experience
* Minimum two (2) years supervisory/lead experience
* A minimum of five years in a supervisory role required
* Prior experience managing and developing a team of supervisors strongly preferred
* Prior experience managing a pool of 100+ drivers strongly preferred
* MS Office skills required, Excel skills in particular