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# Example of Stockroom Associate Job Description

Our company is looking to fill the role of stockroom associate. 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 stockroom associate

* Prepare component kits for production
* Stock received material, completed products and assemblies from production
* Must read letters, numbers
* Oversee all materials movement from receipt or manufacture point to final storage location avoiding bottlenecks in movement
* Receive and check incoming supplies against specifications, store items in proper locations and containment, and issue them against properly approved requisitions
* Implement improvements to gain efficiency in materials movement and storage
* Place requisitions within purchasing system to maintain minimum/maximum inventory levels
* Maintain price listings, stock receipts, usage, control inventory, and other related documentation
* Maintain accurate and organized record keeping within internal inventory system
* Order and track shipments for individual researchers

## Qualifications for stockroom associate

* 2-3 years experience preferred, working in a Warehouse/Distribution center operation
* Stockroom experience preferred
* Previous experience working with mainframe based warehouse management systems preferred
* Must have a valid FL State driver's license
* Ability to communicate with customers and associates in person and via e-mail and telephone
* Ability to intermittently lift, push and/or pull up to 50 pounds