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# Example of Stockroom Associate Job Description

Our company is looking to fill the role of stockroom associate. Thank you in advance for taking a look at the list of responsibilities and qualifications. We look forward to reviewing your resume.

## Responsibilities for stockroom associate

* Knowledge of cash register systems, basic computer skills (including the ability to use iPad/laptop, Mobile POS and Internet), utilize walkies, understand and read shipment reports, price sheets and product release sheets
* Control inventory and plan for high usage of specific items through the year
* Identify low and high movement of items and plan inventory accordingly
* Assist in other material services and lab service operations as needed
* Assume some responsibilities of other Material Handlers to work in tandem or act as backup
* Assist other Material Handler in lifting and moving various types of lab equipment and office furniture
* Perform other duties as assigned or as needed
* Print out Order Verification Reports and Parts List
* Check Parts List with box configurations or stacks
* Pull kits from Stockroom

## Qualifications for stockroom associate

* Unpacks inventory
* Experience working in a stockroom with inventory management responsibilities
* Basic knowledge or experience working with lab consumables in the life sciences
* Ability to work within defined procedures and practices to produce consistent and reproducible results
* Excellent organizational, communication (verbal and written) skills
* Attention to detail and careful record keeping