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# Example of Stockroom Associate Job Description

Our company is growing rapidly and is hiring for a stockroom associate. Please review the list of responsibilities and qualifications. While this is our ideal list, we will consider candidates that do not necessarily have all of the qualifications, but have sufficient experience and talent.

## Responsibilities for stockroom associate

* Transport to TEST or ASSEMBLY
* Scrapping product or transferring product, doing NCR's
* Back up for Receiving and unpacks material and supplies
* Back up for putting product into Finished Goods
* Back up for shipping as needed
* Receiving RMA's
* Unloading/loading using sit down forklift
* Picking using a mobile bar code scanner
* Manage inventory and stock
* Fill rates

## Qualifications for stockroom associate

* Strong computer skills, especially M.S
* Awareness of safety issues in the work environment and basic knowledge of lab and workplace safety requirements
* Must be able to lift, bend and move in such a way as to perform job tasks in a safe and approved manner
* Reconciliation coordination
* Make up kits of electronic parts
* Ability to prioritize work in a multi-tasked, fast paced environment