Downloaded from <https://www.velvetjobs.com/job-descriptions/warehouse-administrator>

# Example of Warehouse Administrator Job Description

Our company is growing rapidly and is hiring for a warehouse administrator. To join our growing team, please review the list of responsibilities and qualifications.

## Responsibilities for warehouse administrator

* Processing customer’s order using few different systems
* Problem solving and investigating issues
* Some picking and packing, no experience needed
* Inputting numeric and field captured data received daily into company systems
* Providing administrative support and assistance in providing an efficient and effective service to contribute to the achievement of departmental objectives
* Liaising with head office Supply Chain team to resolve any potential issues
* Stock control – appropriate storage of all pharmacy medicines/manage cold chain products, ancillary products
* Hardware management – Equipment returns, temperature records, re-cycling (eg fridges) and decontamination
* Provide on-site and off-site PAT testing
* Record warehouse/pharmacy/freezer temperatures

## Qualifications for warehouse administrator

* Experience of working in and administration role is essential, as you will have a hands on role in ensuring the day to day operation is as effective as possible by giving clear instructions and leading by example
* A get up and go attitude is a must, pitching in with the warehouse team to help lead them when the other management team are unavailable
* Working within a warehouse of logistics environment is a plus but not essential
* 2-3 years Experience in Cost Controlling and admin
* Excellent written and verbal communication English skill
* Understanding of devices used in the system