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# Example of Warehouse Assistant Job Description

Our innovative and growing company is looking for a warehouse assistant. To join our growing team, please review the list of responsibilities and qualifications.

## Responsibilities for warehouse assistant

* Ensures GDPs
* Assisting with the upholstery shop
* Assisting with inventory cycle counts (counting inventory, organizing and assisting with storage of materials)
* Assisting with database updates (adjusting inventory counts, updating part descriptions, issuing materials to customers)
* May act as a point person with the Project Management group on receipts and shipment of client supplied materials (CSM)
* Tracks materials, tools and equipment and performs order fulfillment processes on multiple programs
* Loads Company trucks with tools and equipment
* Collects and sorts packages, records and supplies
* Performs work involving kneeling, stooping, crouching, crawling or other uncomfortable positions
* Wears safety equipment and follows established safety practices and procedures

## Qualifications for warehouse assistant

* Minimum of zero to two (0-2) years of materials experience
* Minimum of 1 year of experience in a GMP environment strongly preferred
* Physically fit to carry out lifting, stacking, pushing and material handling functions (30 pounds)
* Ability to utilize a hand cart, pallet jack and drive forklift
* On-the-job and/or classroom training as required
* Satisfactory performance and attendance in present job