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# Example of Warehouse Assistant Job Description

Our growing company is looking to fill the role of warehouse assistant. To join our growing team, please review the list of responsibilities and qualifications.

## Responsibilities for warehouse assistant

* Assess stock levels of the warehouse and report needs to supervisor
* Stock supplies on shelves and perform warehouse maintenance
* Receive stock and ship orders
* Assist in maintenance of infusion pumps, IV poles and ancillary infusion equipment
* Ensure that all tasks performed follow Standard Operating Procedures (SOPs) and comply with Current Good Manufacturing Practices (cGMP) principles designed to protect the product from adulteration
* Assist other Teams as and when required
* Cyclic stock taking as required
* Special projects and other requests as determined from time to time
* Performs physical equipment inventories on a regular basis, deliveries and driving
* Verify transport documents and communicate with reception (shift leaders and lab assistants)

## Qualifications for warehouse assistant

* Possess a high level of attention to details
* Ability to pass drug screening, background check
* Physical Abilities Evaluation (PAE) Required
* May require a maximum candidate weight limit of 325 pounds dressed in working clothes
* Must be able to perform work involving kneeling, stooping, crouching, crawling
* May require working outside in all kinds of weather