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# Example of Warehouse Clerk Job Description

Our innovative and growing company is hiring for a warehouse clerk. 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 warehouse clerk

* Report shortages or other discrepancies
* Basic pallet jack experience
* Scan gun experience a plus
* Shipping and receiving a plus but not a must
* General material handling of finished products
* Maintain accurate and up to date filing of all packing slips
* General warehouse support
* Accurately and timely picking of company product for client orders utilizing scanner gun
* Packing orders neatly and to company standards
* Shipment of orders utilizing company computer system

## Qualifications for warehouse clerk

* Provide front desk and warehouse window support
* High school or above, with 2 year work experience
* Be of experience in MRP and warehouse managment
* Good sense on cooperation and communication
* High school (is must)
* Technical school diploma or student is plus