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# Example of Warehouse Clerk Job Description

Our company is looking for a warehouse clerk. We appreciate you taking the time to review the list of qualifications and to apply for the position. If you don’t fill all of the qualifications, you may still be considered depending on your level of experience.

## Responsibilities for warehouse clerk

* Counting, weighing and breaking down orders into quantities needed to be stocked
* Operating different types of powered industrial trucks to deliver or stock material
* Participating in taking super cycle counts of material in a stock or work in process area
* Accurately plan all weekly shipments and manage in customer portals
* Effectively communicate with internal customers and communicate externally with suppliers and vendors
* Assist with online order prep and picking when required
* Picking/Packing as needed
* Verify the signature on required paperwork
* Knowledge of UPS and Fedex shipping programs
* Attach shipping labels on packed stencils or cartons

## Qualifications for warehouse clerk

* French fluency is an Asset (not required)
* Must be comfortable to work in a Warehouse environment
* Must be able to handle general light labour duties as needed such as pushing products, lifting products, moving products with hands, walking, climbing stairs
* Good SAP user is preferred (it is an Asset – not required)
* Will need to wear Sneakers/ Closed-toe running shoes in the Warehouse
* \* Please kindly note that Applicants selected will be subject to a Government Security Investigation and must meet eligibility requirements for access to classified information\*\*