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# Example of Warehouse Employee Job Description

Our growing company is hiring for a warehouse employee. 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 employee

* Pick, pack, sort, arrange, count, store, and correctly process items for storage or shipment
* Material Handler Support
* Answer multi-line phone system and direct to appropriate teammate
* Receive and put away material as it arrives
* Pick and load material as orders are processed
* Assist team members in servicing customers, shipping and receiving orders and maintaining a clean warehouse
* You would be responsible for assembling and packaging of medical breathing devices that support people that are in need of constant oxygen
* You will be one link to the overall facility production goals on a daily basis
* Performs receiving duties such as receiving and unloading inbound material, processing inbound shipments, stocking material, processing customer returns and notifying management of damaged shipments for freight claims
* Maintains clean and organized warehouse always

## Qualifications for warehouse employee

* Surveillance Skills
* Able to work in a fast moving atmosphere that is challenging, yet rewarding
* Have the capability to safely operate a forklift and other material-handling equipment
* Holds previous experience with RF technology and an inventory managing system (Eclipse) is a plus!
* Knowledgeable on products (commercial plumbing) or can quickly learn
* Have a passion to continuously learn and determination to grow within the company