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# Example of Warehouse Operative Job Description

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

* Safely operate forklifts in manufacturing areas used to prepare products either for manufacture/transfer to distribution
* Work in accordance with good manufacturing procedures
* Become familiar with the automated warehousing system (barcoding)
* Other tasks as directed from time to time by the within the employees training and general capabilities
* Record any discrepancies found on paperwork, damage to cartons
* Ensure all goods received into Store are received in good condition and kept in proper storage
* Accuracy in picking & packing in accordance with SOP/guidelines, ensure all goods are listed on freight Manifest and picked up by forwarders on time
* Assist transport contractor in the delivery of goods to customers if needed
* Manage inventory on a FIFO basis unless otherwise directed
* Conduct cycle counts and stock take as required

## Qualifications for warehouse operative

* Minimum 2- years verifiable experience in manufacturing/distribution environment
* Ability to operate motorized equipment (Order Picker/Reach Truck/Forklift/pallet jack)
* Ability to read and comprehend information and count inventory accurately
* Ability to work in 3-level modules - Not afraid of height
* Ability to lift up to 40 pounds repetitively and frequently
* Ability to stand/walk for extended periods of time and climb stairs throughout shift