Downloaded from <https://www.velvetjobs.com/job-descriptions/warehouse-operator>

# Example of Warehouse Operator Job Description

Our growing company is hiring for a warehouse operator. To join our growing team, please review the list of responsibilities and qualifications.

## Responsibilities for warehouse operator

* Prepare outbound shipments for internal customers and for external customers both domestically and internationally
* Fill inventory stocking requests and complete par level stocking of the production floor as needed
* Count and examine raw materials, supplies, finished product, to verify completeness against appropriate documents
* Prepare out bound paperwork including packing lists, BOL’s and shipping labels
* Loading and off-loading packaged materials
* Verify inbound purchase orders and customer return quantities and quality
* Ensures compliance to Environment Canada regulations
* Managers transportation security requirements
* Validates and works to minimize demurrage
* Stack/un-stack products as needed, lifting/carrying up to 35 lbs

## Qualifications for warehouse operator

* One year of work experience is required
* Through previous work experience, must demonstrate a work history of good workplace attendance and safe and quality conscious work performance
* Minimum 1 year of forklift driving experience
* Subjects of patriots and veterans affairs will be given preference
* 6months -2 years of experience in related field
* Prefer experience in logistics within a life science company