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# Example of Warehouse Operator Job Description

Our company is growing rapidly and is hiring for a warehouse operator. If you are looking for an exciting place to work, please take a look at the list of qualifications below.

## Responsibilities for warehouse operator

* Responsible for counting and replenishing inventories and communicating low inventory in a timely manner to prevent out-of-stock status
* Load and unload truck according to standard process and safe work practices
* Handle incoming and outgoing shipments by checking them physically against shipping document
* Ensure posting of outbound deliveries by processing BOL and checking out drivers
* Load truck based on predetermined load plans to ensure safety of shipment
* Pull, stage and ship finished goods
* Operate forklift/Rollgrab to transport shipments from the storage area to the truck
* Loading/unloading bulk liquid materials utilizing railcars, tank trucks, and Iso-tanks
* Bulk liquid material transfers throughout specified tank farms
* Varying aspects of materials handling activities including palletized products, drums, IBCs

## Qualifications for warehouse operator

* Knowledge of basic computer systems and logistics related databases preferred
* Must be able to meet certain physical requirements including standing, squatting, bending and lifting up to 50 lbs
* There is a physical aspect to this role, so a fair degree of fitness is required
* Flexible and an eagerness to help
* Usage of LF and LO forklifts
* Shipping, receiving, inventory and dispensing of raw materials and production supplies