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# Example of Warehouse Person Job Description

Our company is searching for experienced candidates for the position of warehouse person. To join our growing team, please review the list of responsibilities and qualifications.

## Responsibilities for warehouse person

* Provide some backup to office personnel on occasion
* Maintain warehouse safety and cleanliness
* Pulling product, review all paperwork to ensure that the product being pulled matches the documentation
* Verify that stock to be pulled will fit on the assigned truck
* Stage finished orders in designated staging area inside the main warehouse
* Verify and carry out any special handling instructions noted on paperwork
* Record lot numbers for all products being shipped on the bill(s) of lading
* Load all vehicles as needed
* Perform all will-calls requested by the shipping clerk in a timely manner
* Prepare and pull all "same day" deliveries as requested

## Qualifications for warehouse person

* Powered lift truck experience preferred
* Must possess the capability and desire to perform all required functions in an accurate and timely manner
* Possess excellent English verbal and written communication skills (including the ability to clearly listen and hear) both in person and on electronic and/or telephonic equipment
* Must be able to take directives from others
* Must have excellent sight, hearing, written and verbal communication skills both in person and on the telephone, along with the eye, hand and body coordination necessary to efficiently operate or repair any assigned equipment
* Must be able to lift 70 pounds, walk from location to location, sit, stand, lift, bend, stoop, push, pull, reach and/or climb