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# Example of Warehouse Job Description

Our company is growing rapidly and is searching for experienced candidates for the position of warehouse. Please review the list of responsibilities and qualifications. While this is our ideal list, we will consider candidates that do not necessarily have all of the qualifications, but have sufficient experience and talent.

## Responsibilities for warehouse

* Hearing protection is required while operating in the production area
* Complete a daily pre-shift PIV inspection sheet and report any PIV issues
* Change the forklift battery as necessary
* Load outbound freight for customer and resupply orders to insure they are loaded in the allotted time, damage free, and complete
* Unload trucks as assigned
* Assist any line supply that is required for Production
* Receive finished goods and raw materials from plant and vendors accurately and damage free
* Complete proper vehicle inspection on all outbound and inbound loads
* Follow guidelines and participate in warehouse sanitation
* Housekeeping – Help to maintain a clutter free environment

## Qualifications for warehouse

* Ability to safely and efficiently operate a forklift
* Ability to identify part numbers and safely stock shelves
* 1-2 years shop experience, preferably in a fast past manufacturing environment
* Constant lifting, kneeling, bending, walking and/or standing
* Assembler \.50-\ per hour
* Material Handler \-\ per hour