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# Example of Warehouse Worker Job Description

Our innovative and growing company is looking to fill the role of warehouse worker. 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 worker

* Pulling and preparing product for Rework, ensuring that the exact number and type of product is pulled and ready to repair
* Sorting, wrapping, packing, and repacking as needed
* Follow, without exception all work instructions and safety rules in all activities performed
* Carry out internal transfers of products (from production, receiving), considering the FIFO (First In/ First Out) methodology
* Store items according to established procedures, maintaining proper storage procedures and rotating stock appropriately, ensuring compliance with safety and Company procedures
* Notify the supervisor of any non-conforming products received from production or other sites
* Participate, under supervision, in the freight management
* Ensure the good condition of trucks/containers/ tanks, to guarantee that products are not damaged
* Prepares orders by processing requests in the pick list, accurately and timely, pulling products, preparing packages for shipping and placing orders in delivery area, according to established procedures and guaranteeing compliance with customers’ requests
* Maneuvers powered industrial truck to various locations throughout the Distribution Center

## Qualifications for warehouse worker

* Experience operating material handling equipment strongly preferred
* Performance motivated
* Computer skills/Excel recommended
* Must provide proof of eligibility to work in United States
* Knowledge of manufacturing ERP system
* Standing while operating material handling equipment for most of the shift