



Example of Shift Warehouse Job Description

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Our growing company is looking for a shift warehouse. Thank you in advance for taking a look at the list of responsibilities and qualifications. We look forward to reviewing your resume.

Responsibilities for shift warehouse

- Maintain working knowledge of all SOP's pertaining to this job function
- Oversee all warehouse functions and staff while working in the various functions
- Ensure all policies and procedures are being followed by the warehouse staff
- Ensure warehouse storage areas are clean and organized
- Maintain files of all appropriate documentation (delivery tickets, pick lists, maintenance logs etc)
- Assist Purchasing and Accounts Payable staff in researching receiving discrepancies
- Conduct routine cycle counts as specified
- Ensure all periodic maintenance is performed timely on all material handling equipment
- Maintain files of all appropriate documentation (delivery tickets, pick lists, maintenance logs)
- Assigns duties to both wage and non-wage employees in the Shipping Department

Qualifications for shift warehouse

- Required to repetitively lift up to 75 lbs
- May be required to frequently lift up to 25 lbs and occasionally up to 50 lbs
- Bachelors degree in Supply Chain & Operations Management, Packaging, Industrial Studies, or a related field preferred

- Requires good judgment and organizational skills