



Example of Shift Warehouse Job Description

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

Responsibilities for shift warehouse

- Monitors and performs inventory transactions to ensure accuracy of data for both finished product and raw material
- Prints Shipping documentation including BOL, Pick Tickets, PIC summary, Shipping labels
- Performs, manages and analyzes weekly/monthly cycle counts of finished product
- Ensures reconciliation of inventory records on a daily basis
- Monitors and supports cycle count of raw materials/packaging
- Creates, consolidates and maintains shipping documents
- Performs random audits upon request of staged product in shipping (Automotive & Industry/Export Shipments)
- Ability to create and transmit ASN's
- Schedules both standard and expedited shipments as required
- Monitors and executes FIFO practices for material in shipping and receiving

Qualifications for shift warehouse

- 2 - 5 years of experience in shipping, receiving or inventory control functions with high school diploma
- Previously demonstrated experience working with MRP software transactions preferred
- Identifies expired material for disposition to management
- Daily communication with customer service, management, production,

- Performs shipping/receiving responsibilities as required, including transaction processes of production transfers, incoming receipts, pull process
- Provides minimal support to purchasing as needed