



Example of Shift Warehouse Job Description

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Our company is growing rapidly and is hiring 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

- Supports quality as required in areas affected by shipping
- Thorough understanding of Alliance-SAP shipping and receiving processes
- Attends shortage meetings
- Provides reports to management regarding key department data
- Assists in maintaining supplier scorecard of on time receipts that will meet TS standards
- Ensures all policies are followed in both shipping and receiving
- Determines personnel requirements for shift and assign job duties to employees
- Some prior experience in using a warehouse management system
- Pull product for next day deliveries
- Inspect product that is pulled for delivery

Qualifications for shift warehouse

- Prior material handling experience preferred
- Prior warehouse/distribution experience a plus but not required
- Ability to follow directions under limited supervision
- Manual dexterity to complete paperwork, use computer, use hand tools
- Education equivalent to graduation from High school, or GED equivalent
- Four or more years of distribution/warehousing/logistics experience required, demonstrating the ability to plan and supervise the work of others