



Example of Warehouse Associate Job Description

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Our company is growing rapidly and is looking to fill the role of warehouse associate. To join our growing team, please review the list of responsibilities and qualifications.

Responsibilities for warehouse associate

- Inspect and test product to ensure quality standards are met
- Palletize material and attach proper shipping/storage documents
- Receives material coming into the building by vendors, customer returns, or other warehouses receipts accurately and promptly
- Verifies the quantity and description of materials received by checking merchandise against the packing list and preparing receiving documents
- Inspects incoming shipments, rejects damaged items
- Place materials in their designated storage areas in an orderly manner
- Enter quantity received against the purchase order in the computer system and print back order and inventory stock put away list
- Attaches appropriate labels to materials or marks information on cases
- Ensure warehouse/equipment is maintained on a regular basis
- To accurately identify and count stock materials as listed on the cycle count list, conduct required inventories

Qualifications for warehouse associate

- Ability to input data into several WMS computer systems
- A team player, willing to assist co-workers
- 6 months experience Shipping/Receiving/Transportation environment
- Comfortable with computer and multiple applications
- Are enthusiastic and motivated to achieve
- Have reliable transportation and are dependable (excellent on-time

