



# Example of Warehouse Associate Job Description

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Our company 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

- Proactively monitor order management systems to ensure that all orders have been received properly and that detailed descriptions are provided for any Overage/Shortage/Damage issues
- Perform regular cycle counts to ensure inventory is accurate and up to date
- Pick deliveries from inventory and stage them by truck and stop number
- Executes standard work instructions with accuracy and efficiency
- Promotes and maintains a safe work area at all times
- Performs and executes high quality workmanship in Assembly, Urethane, or PPS as assigned
- Provides high quality attention to detail in all aspects of duties
- Ensures thorough housekeeping and organization of work areas
- Wears required PPE and follows all company safety procedures, including safe lifting practices
- Proactively communicates issues, shortages, or problems to Warehouse Coordinators, Supervisors, and/or Customer Services Representatives

## Qualifications for warehouse associate

- Are able to communicate clearly
- High quality, best in class, wire and cable processing
- Operating machinery to process wire and cable, including computers and scan guns
- Use barcode scanner to scan and signal empty bins
- Although preferred, warehouse experience not required

