



Example of Warehouse Associate Job Description

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

Responsibilities for warehouse associate

- Contribute to process optimization and ensure efficiency in warehouse operations
- Ensures accurate quantities of products are received, stocked, picked, packed, distributed and/or returned by company the appropriate documentation and matching product identification numbers
- Stacks skids or pallets in designated areas
- Clean up and dispose of scrap bracing, cardboard, and strapping
- Complete routine paperwork to properly document work performed
- Use computers and scan guns to dispense and receive basic information that includes product codes, part numbers, quantities, locations
- Conduct periodic inventory cycle counts
- Parts and pick ticket quality inspections
- Relocating materials physically and with forklift
- Computer literate to deal with packing slips

Qualifications for warehouse associate

- Experience in warehousing, distribution, production, retail or manufacturing preferred
- Ability to operate forklift, hand truck, pallet jack and other warehouse equipment, however the client is able to train
- ****Back Brace and Gloves will be provided for the assignment by the client******

- Attention to detail and ability to follow direction
- Must submit to drug screen and background requirements