



# Example of Warehouse Associate Job Description

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

## Responsibilities for warehouse associate

- Performs a variety of functions involved with shipping, receiving, assembling and storage of parts, materials and products
- Safe storage of materials, including consideration of weight and stability of the packaging on a pallet
- Identification, elimination and immediate formal reporting of all observed hazardous or unsafe conditions, particularly including those involving equipment, facilities and storage procedures
- Maintenance of the warehouse facilities in a clean and orderly appearance, including interior and exterior spaces
- May participate in cycle counting
- Picking, packing, shipping, receiving, and deliveries
- Deliveries utilizing company delivery van
- Adhere to all drug and medical device cGMP rules and regulations
- Effectively convey meaningful information to management and colleagues
- Perform inventory cycle count, prepare inventory reports, manage inventory system and perform data entry

## Qualifications for warehouse associate

- Able to understand and follow oral or written work instructions
- Able to work with fellow coworkers
- Capacity to lift materials up to 50 lbs
- Demonstrated ability to work closely in team environment with manager and

- Must have experience working in a warehouse