

WAREHOUSE CLERK

JOB DESCRIPTION

Reports to Procurement Manager

Responsibilities Include:

Physical receiving of inbound shipments

Verify inbound shipments against vendor packing slip

Communicate issues pertaining to quantity / mfg. quality variances to Purchasing
Data input of incoming receipts

Place merchandise into designated bin location

Process RMA's (return merchandise authorizations)

Log receipt of items returned by customers

Perform cycle counts of products

Prepare orders by processing requests and supply orders; pulling materials; packing boxes; place orders in delivery area.

Maintain quality service by following organization standards

Maintain safe and clean work environment by keeping shelves, pallet area, and workstations clean

Maintain clean shipping supply areas, comply with procedures, rules, and regulations.
Contribute to team effort by accomplishing shared results as needed.

Position Requirements:

Teamwork, Coordination, Organization, Planning, Time Management, Reporting Skills, Inventory Control, Documentation Skills, Data Entry Skills, Dependability

2 years or more of relevant warehouse experience.

Self-motivated, work with minimal supervision, proactive and inquisitive.

Proficient in MS office applications.

Ability to lift a minimum of 75 lbs.

High School Diploma or GED.

Minimum 1 year warehouse experience.

Good math, reading, communication skills.