

POSITION: Warehouse Worker

REQUIREMENTS:

Must have a high diploma, GED or equivalent for this position.

- **Valid Driver's License**
- **Forklift Operation Certification will be considered an advantage**
- **Previous working experience as a Warehouse Worker**

JOB DESCRIPTION:

Responsibilities and preferred skill set, include but not limited to the following:

- **Reports to Warehouse Supervisor**
- **Hands on experience with inventory and logistics software programs**
- **Great physical stamina and manual dexterity**
- **Team player**
- **Good organizational and time-management skills**
- **Great interpersonal and communication skills**
- **Problem solver.**

Current Responsibilities:

- **Welcome delivery trucks**
- **Receive and track shipments**
- **Embark merchandise in delivery trucks using appropriate tools**
- **Accommodate and carefully handle fragile merchandise**
- **Track and document exact shipment arrival and departure times**
- **Tag and label merchandise**
- **Label and stockpile merchandise according to size, shape, and type.**
- **Box, wrap and pack merchandise in accordance with relevant procedures and standards**
- **Assist to prepare all orders for shipment**
- **Record and manage all impaired or damaged merchandise items**
- **Operate adequate merchandise management tools (for example, forklift)**
- **Enter data in inventory and logistics software programs**
- **Other duties as assigned**
- **Maintains safe and clean work environment by following current good manufacturing practices (cGMP), and standard operating procedures; complying with legal regulations; monitoring environment.**