

Job Title: Warehouse Clerk

Department: Warehouse/Shipping

Summary of the occupation:

Reporting to the Warehouse Supervisor, and working with other departments, the Warehouse Clerk's duties include receiving and shipping merchandise, packing and repacking.

Responsibilities:

Primary Duties:

- Picking of products and preparation of orders
- Stocking of different materials in the warehouse as needed
- Packing and repacking/processing of merchandise as needed
- Shipping: properly pack products to be shipped, create internal and carrier packing slips as required
- Verification of orders to be shipped as needed; checking the accuracy of items shipped, following procedures for each customer, communicating with the carrier as needed, loading merchandise as needed, etc.
- Receive goods as needed (sign the delivery slip with the number of boxes received and the date of receipt, check the condition of the boxes received, unload the trucks, stamp the packing slip, order slip, etc.)
- Clean up work area

Academic and vocational training:

DES (Secondary)

Required Skills:

- Speed of execution
- Team spirit
- Attention to detail