

Job Type

Full-Time

Compensation

\$16.00 - \$18.00 per hour

Compensation may depend on skills and/or qualifications



Warehouse Clerk Job Description

Responsibilities

- Records and checks quantity and quality of goods received for conformity to purchase orders and specifications
- Counts, sorts, and weighs incoming goods to verify receipt of items against shipping notice
- Responsible for quality control. No damaged product is sent out. No damaged raw material is accepted in
- Mark inventory on goods using proper labeling equipment
- Receive and bin located product as instructed
- Move raw materials to warehouse storage
- Assist in the loading and unloading of deliveries
- Cycle counts by part number or bin location
- Complete daily logs
- Maintain a safe, clean, and organized work area
- Follow all safety rules and requirements to include proper procedures, Hazard Communication and wearing of proper Personal Protective Equipment
- Complete and accurate computer data entry
- Pulls parts from pick list generated by computer and obtains merchandise from the warehouse shelves to fill orders, carefully verifying and identifying information and quantities
- Generating packing lists from the computer when the order is to ship
- Prepare shipping cartons for orders
- Loads finished product onto the truck. Stage finished product for loading

Typical Hours

7 AM - 4 PM

This job is open to applicants who do not have a college diploma

Bilingual Preferred

APPLY NOW