

# **WAREHOUSE ASSISTANT JOB DESCRIPTION**

## **Summary of Qualifications**

This individual is responsible for maintaining warehouse support in pulling, cleaning, and staging product for shipment along with shipping and receiving product to and from vendors.

## **Job Responsibilities**

- Receive, count stock items, and record data manually or using computer
- Cleaning products inside and out to prepare for shipment to our customer
- Verify inventory by comparing them to physical counts of stock and investigate discrepancies or adjust errors
- Store items in an orderly and accessible manner in warehouse
- Prepare outgoing shipments to vendors or customers
- General maintenance within the warehouse and showroom
- Clean and maintain supplies, tools, equipment, and storage areas to ensure compliance with safety regulations

## **Other Qualifications**

- Ability to multi-task, yet focus on specific projects, meeting established deadlines
- Strong communication skills
- Attention to detail
- Commitment to safety
- Ability to lift over 70 pounds repetitively
- Forklift certification a plus

Hours: Full Time Position – 8:00am to 5:00pm, Monday through Friday

Hourly Wage: To be determined based on candidate experience and ability