

**Position:** Warehouse Associate

**Job Description:**

Receiving

- Unloads inbound Vendor PO's in a safe and timely manner and stages the product in a designated area
- Advises Warehouse Lead of any apparent damage to inbound product
- Accurately counts and stocks inventory in assigned bin locations
- Reports any discrepancies to the Warehouse Lead

Shipping

- Prepares orders for shipment by pulling items from shelves by assigned bin locations, verifies correct item was picked from location and places items in totes to be packed and shipped to the customer
- Properly packs items to ensure no damage to goods occurs in transit