



Warehouse Specialist

Roles and Responsibilities

JOB SUMMARY

The Warehouse Specialist is responsible for a variety of warehousing duties included, but not limited to, verifying materials or merchandise against receiving documents; receives, stores, stacks, or palletizes materials, and removes material from storage and prepares it for shipping.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Verifies material and merchandise against receiving documents, noting and reporting discrepancies and obvious damages.
- Routes material and equipment to prescribed storage locations.
- Properly stores, stacks or palletizes materials in accordance with prescribed storage methods.
- Rearranges as necessary and takes inventory of stored materials, examining stored materials and reporting deterioration and damage.
- Removes material from storage and prepares it for shipment.
- Establishes and maintains stock records and other documents such as inventory, material control, accounting and supply reports.
- Assists in taking inventories through physical count and records item count on inventory documents.
- May operate hand or power trucks in performance of warehousing duties.
- Performs other duties as assigned to meet organizational/operational objectives.
- Job duties and responsibilities may change due to contractual requirements.

MINIMUM QUALIFICATIONS

- High School Diploma
- Knowledge of warehousing storage layouts, basic warehousing functions.
- Forklift OSHA Operator Training
- NACI Clearance
- Valid Driver's License
- Proficient with Microsoft Word, Excel, PowerPoint, Access, Project and Sharepoint preferred.
- Excellent organizational skills, ability to prioritize, perform with a high degree of accuracy and multi-task in a fast-paced environment.
- Specific contractual requirements regarding education and experience prevail where applicable.

WORKING CONDITIONS

Work will typically be in a temperature-controlled office environment, with frequent exposure to electronic office equipment. There may be times when an employee is exposed to extreme cold or hot weather conditions. Rarely will an employee be exposed to fumes or airborne particles, toxic or caustic chemicals, and loud noise.



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