

Job Description

Job title: Clerk, Warehouse
Wage Category: CW I, II, or III
Department: Shipping
Reporting to: Supervisor, Shipping

Responsibilities include:

- Pick products according to established procedures
- Label, package and ship products via UPS, FedEx, USPS, DHL according to established procedures
- Store products in Warehouse
- Assure sufficient inventory of shipping supplies
- Keep Warehouse and shipping area clean and organized
- Inspect products for etch, label, etc
- Perform physical inventory together with Purchasing
- Complete jobs and tasks as assigned