



<https://unimanphil.com/job/warehouseman/>

Warehouseman

Description

Perform an array of functions that may include receiving and processing incoming stock and materials, picking and filling orders from stock, packing and shipping orders, or managing, organizing and retrieving stock in the warehouse.

Responsibilities

Assist shipping and receiving unloading trucks and checking in merchandise
Prepares orders by processing requests and supply orders; pulling materials; packing boxes; placing orders in delivery area
Sort and place materials or items on racks, shelves or in bins according to organizational standards
Open bales, crates and other containers
Maintains inventory controls by collecting stock location orders, printing request, recording amounts of materials or items received or distributed through a computer.
May also assist in counting of physical inventory
Prepare parcels for mailing
Maintains safe and clean work environment by keeping shelves, pallet area, and work stations neat; Sweep, dust and mop. Organize warehouse and work area for orderliness at all times
Wear the proper safety equipment

Qualifications

High School diploma or equivalent preferred
1-2 yrs previous warehouse experience preferred
Good communication, organizational, time management mathematical skills
Dependable and Reliable
Inventory, Equipment maintenance, data entry and computer skills may be required

Hiring organization

UNI Manpower Resources and General Services Inc.

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