



# MANPOWER SERVICES

<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.

### Date posted

August 14, 2019