

Job Title: Warehouse Shipping Associate

Pay: \$17.50 - \$19.50 per hour

Job Description:

Job Summary

We are seeking a detail-oriented and organized Warehouse Shipping Associate to join our dynamic team. This role is essential in ensuring the smooth operation of our warehouse by managing the flow of goods in and out of the facility. The ideal candidate will have experience in a warehouse setting, shipping and receiving processes, and a strong understanding of e-commerce operations.

Duties

- Receive, inspect, and verify incoming shipments against purchase orders or packing slips.
- Prepare outgoing shipments by packaging products securely and accurately labeling them for delivery.
- Utilize warehouse management systems to track inventory levels.
- Perform order fulfillment tasks, including picking, packing, and preparing orders for shipment.
- Assist with organizing warehouse space to optimize efficiency.
- Ensure compliance with safety regulations within the warehouse environment.

Qualifications

- Previous warehouse experience is preferred with a focus on shipping & receiving operations.
- Familiarity with warehouse distribution processes and e-commerce fulfillment is a plus.
- Proficient in using warehouse management systems (WMS) and basic math skills for inventory management.
- Experience with order picking and packaging.
- Strong attention to detail with excellent organizational skills.

- Ability to work effectively in a fast-paced environment while maintaining accuracy. Join us as a Shipping and Receiving Clerk where your skills will contribute significantly to our operational success!

Job Type: Full-time

Benefits:

- Employee discount
- Paid time off

Work Location: In person