



Warehouse Clerk

Overall Responsibility:

The Warehouse Clerk, will be responsible for assisting in organizing, maintaining, and monitoring the warehouse inventory. He/she will also be responsible for assisting the stock controller in the daily warehouse duties, receiving the stocks and handling merchandise. In addition to this, he/she will be checking for incoming orders and maintaining a list of damaged items.

The warehouse clerk will be handling and managing all paperwork related to the warehouse.

Responsibilities:

1) Stock

- Managing the receiving of all inbound deliverables of the company.
- Loading and unloading items from the trucks
- Organising items in the routine place according to the warehouse terms.
- Maintaining inventory stocks as well as shipment records.
- Recording all the stock received using computerised software (Acumatica Cloud ERP)
- Responsible for general warehouse housekeeping
- Daily stock counts of inventory on hand
- Responsible for preparing and carrying out inventory returns to suppliers.
- Assisting in issuing inventory to prepare for production.

2) Maintenance

- Packing the items in a systematic way.
- Managing cleanliness and tidiness of the warehouse on a day-to-day basis.
- Following all the warehouse safety procedures and guidelines.

Requirements:

- Tertiary Diploma
- Prior experience working as a Warehouse Clerk, Warehouse Associate, or a similar role in the Logistics Department.
- Proficiency in Microsoft Office tools.
- Ability to operate Forklift as well as other machines used in the warehouse.
- Experience working with computer software (Acumatica Cloud ERP)
- Ability to lift heavy objects.

Skills:

- Strong verbal and written communication skills.
- Ability to pay close attention to detail.
- Great counting skills and the ability to pack items in an attractive manner.
- Quick decision-making abilities.
- Ability to work in a team

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