

Warehouse Assistant

Job Details:

- Oversees deliveries and pickups to ensure quality and quantity of products.
- Checks perpetual inventory regularly.
- Loads and unloads materials and supplies.
- Records deliveries and pickups.
- Maintains inventory records and tracking system.
- Determines appropriate places for storage.
- Rotates stock as needed.
- Monitors activities in the warehouse to ensure proper recording of outgoing materials.
- Adjusts inventory levels to reflect receipts and disbursements.
- Empties trash receptacles; deposits recyclable material in proper receptacles.
- Prepares requisition forms to obtain necessary supplies for the coming workweek.
- Performs other related work as required.