

Amazon Fulfillment Associate Job Description

- Working in strict compliance with established safety procedures and guidelines
- Coordinating production and shipping schedules and ensuring that they are within budgetary and time constraints
- Loading and unloading delivery trucks and transporting merchandise to and from the warehouse
- Confirming goods and/or merchandise information and ensuring that they match that of the work order
- Examining merchandise for damage, flaws, and/or irregularities
- Overseeing the finalization of the work order and updating the database with the use of relevant software programs
- Labeling and stockpiling merchandise according to size, shape, and type
- Monitoring work performance and handling warehouse issues.