

# Amazon Receiving Associate Job Description

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- Unpacking merchandise from vendor boxed and removing merchandise from plastic bags, containers, crates, and packaging
- Processing, packaging, and shipping orders accurately
- Ensuring that merchandise and/or products are well packed in a neat and secure manner
- Performing assigned duties strictly following company safety procedures and guidelines
- Inspecting products to find and remove defective and damaged ones
- Loading and unloading amazon merchandise trucks
- Actively take part in generating useful ideas to improve company's warehousing procedures
- Driving vans, trucks, and/or cars with warehouse materials when required.