

Amazon Receiving Clerk Job Description

- Liaising and working in conjunction with procurement staff to list expected deliveries
- Receiving shipments and signing paperwork upon receipt
- Unloading packages from incoming trucks
- Examining and inspecting content to ensure that they are free of damage
- Verifying packages in relation to order and invoices
- Liaising and communicating directly with suppliers or shippers if any mistake is identified
- Placing labels on deliveries and allocating them to their various designated places
- Keeping and maintaining an accurate and up-to-date record and assisting with inventory control.