

# Macy's Warehouse Associate Job Description

---

## **Duties and Responsibilities:**

- Safely, accurately, and productively receive, pack, pick, keep, and ship merchandise
- Utilize hand-held computers, PCs, and other similar devices to perform tasks accurately and productively
- Adhere to all standard safety and operating procedures and/or security guidance
- Utilize powered equipment as may be directed by the supervisor or manager
- Perform clearing of jams on elevated conveyor systems by following the procedures on conveyor lock-out
- May be expected to perform special assignments or projects and additional related duties.

## **Macy's Warehouse Associate Requirements – Skills, Knowledge, and Abilities**

- Strong ability to read and write, and to interpret procedure manuals, reports, and other instructional documents
- Outstanding communication skills, including verbal and written skills
- Strong ability to perform subtraction, addition, division, multiplication and other basic math functions
- Ability to work effectively alone with little supervision
- Ability to lift 25 and 50 pounds routinely and occasionally respectively for Small Ticket and Direct to Consumer roles
- Strong ability to lift about 75 pounds for Big Ticket roles
- Strong flexibility in carrying out tasks and ability to adapt to change
- Ability to be conscious of safety

- Strong ability to understand safety and security guidelines and Standard Operating Procedures and to effectively communicate directions in the FC
- Strong ability to achieve accuracy and productivity standards
- Strong ability to be trained on operating fork lift equipment and working at heights
- Strong ability to apply appropriate hand-held scanners to perform tasks
- Ability to learn and understand Macy's propriety systems and Manhattan WMS.