

Walmart IMS Associate Job Description

- Unload all items from delivery trucks
- Place stocks in their right places either at the sales floor or at the backroom from where they may later be transferred to the sales floor
- Categorize items in the bins department by maintaining very accurate and easily readable inventory controls
- Label properly all overstock merchandize
- Scan all items every day, upon resumption of work and before closing
- Adjust levels of inventory using perpetual inventory system
- Carry out programs of the company as outlined by relevant authorities
- Identify items that are required at the sales floor using hand-held scanners
- Retrieve sales items from inventory bins
- Use power equipment, such as sky lift and power jack, or ladder once in a while to get job done
- Monitor properly the backroom area for any sign of security breach or risk, and for shrink
- Contact the In-Store Loss Prevention department or any member of management whenever problems are identified.