

# Warehouse Logistics Specialist Job Description

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- Ensuring the proper storage of items or goods stored in the warehouse
- Reserving space allocation for property and items or goods
- Ensuring that labels for goods are updated and accurate and that all goods and properties are stored in the correct location
- Ensuring that all receipts are processed in a timely manner
- Ensuring that requested goods are delivered to the appropriate requester on time
- Properly identifying goods or items and correcting discrepancies related to their quality, nomenclature, identification, or part numbers
- Keeping accurate records of maintenance by physically counting and identifying items or goods in the warehouse or stock room
- Keeping accurate and detailed records and ensuring that information or details about goods or items are correct.