

Warehouse Checker Job Description

- Checks, processes, and clears customers' orders for shipments
- Keeps the warehouse and its environs clean to ensure safety
- Operates, cleans, and maintains all the equipment used in the warehouse
- Sorts, arranges, and labels all the goods in the warehouse
- Receives and examines all the incoming goods on behalf of the organization
- Wears safety gears needed in the warehouse
- Prepares all orders by the customers for shipment or for nearby purchase
- Opens all containers having the incoming goods of the company
- Collaborates with the procurement and sales department of the organization to ensure regular availability of goods
- Keeps inventory or record of the movement of goods in and out of the organization
- Could also offer valuable advice to the management of the organization on goods procurement and marketing strategies if need be.