

## **Warehouse Clerk**

Full Time Clerical

Denver, CO, US

Today Requisition ID: 1540

Apply

**Salary Range:** \$20.00 To \$24.09 Hourly

**Job Title:** Warehouse Clerk

**Reports to:** Warehouse Manager

### ***Position Summary:***

The Warehouse Clerk handles the physical, administrative, and organizational functions of the warehouse. This includes shipping and receiving goods, issuing products and materials, and maintaining accurate inventory records.

### ***Description of Duties:***

- Receive materials delivered to the warehouse, check delivery for completeness and accuracy, process receipts in inventory tracking system, produce bin labels and stock items in their location
- Shipping materials, boxing, palatizing and creating proper documents
- Perform cycle counts and enter adjustments into inventory system. Investigate and report reasons for discrepancies
- Issue materials to operations staff when presented with proper documentation. Record all issued materials into inventory tracking program, assigning items to work orders or department

- Compile and maintain all receiving documents, including reporting any errors or damages
- Partner with Procurement concerning outstanding purchase orders, broken part or tool returns, part number creation and other needs
- Prepare requisitions, receiving reports, and other warehouse related documents
- Store tools and parts received in proper bin location by use proper labeling
- Use proper equipment to load, unload and move pallets
- Clean warehouse and keep isles free from clutter and debris
- Complete all other duties as assigned

**Qualifications:**

- High school diploma or GED required
- 1 year of experience working in a warehouse environment, handling inventory, shipping and receiving responsibilities
- Strong computer skills in Microsoft Office Suite and other computer-based inventory systems. Asset Works knowledge preferred
- Ability to use equipment in a safe manner, including operating forklifts, scissor lifts or pallet jacks
- Ability to lift 50 lbs.
- Ability to walk several miles in a shift
- Ability to think through problems and resolve issues as they arise
- Ability to prioritize and accomplish multiple tasks with minimal supervision
- Ability to work nights, holidays, and weekends, including working overtime as needed.
- Must possess a valid state driver's license
- Must pass a pre-employment physical examination

- Must be eligible to work in the U.S. and successfully pass a pre-employment background check, drug and alcohol screening and be willing to comply with the DTO Drug and Alcohol Policy