

## **Warehouse Clerk**

Temporary Clerical

Denver, CO, US

*Today's* Requisition ID: 1567

Apply

**Salary Range:** \$20.00 To \$24.00 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.

This position is Temporary. Hours are Wed - Saturday 7am -6am

### ***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, palletizing 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