

Warehouse Associate Job Description

1. Job Brief (About the Role)

{{Company Name}} is hiring a Warehouse Associate to pick, pack, and ship orders accurately at our {{distribution center / facility}}. This role reports to the {{Warehouse Supervisor / Shift Lead}} and works on the {{day / evening}} shift alongside the fulfillment team.

Three or four sentences: the team, who the role reports to, and why this position exists. Skip generic openers like "We are looking for..."

2. Responsibilities

- Pick and pack customer orders against the pick list using an RF scanner
- Receive, verify, and put away inbound shipments against the packing slip and PO
- Stage, label, and load outbound freight and confirm counts against the bill of lading
- Update inventory transactions in the {{WMS / warehouse management system}} as you work
- Operate {{pallet jacks / forklifts}} to move product where certified to do so
- Cycle-count assigned bin locations and report discrepancies
- Keep aisles, dock, and work areas clean and free of hazards (5S)
- Meet daily pick-rate and order-accuracy targets

Eight to twelve bullets, each starting with a verb. Keep them specific to the day-to-day work, not aspirational filler.

3. Requirements & Skills

- Able to lift up to {{50}} lbs repeatedly and stand or walk for a full {{8}}-hour shift
- Comfortable using an RF/barcode scanner and basic warehouse software
- Forklift certification (or willingness to certify on the job)
- Reliable attendance and ability to work the assigned shift, including overtime in peak season
- Basic math and reading for order and label accuracy

List the must-haves: experience, licenses or certifications, the systems and tools used, and any physical or shift realities.

4. Nice-to-Have

- Prior experience in a distribution center or 3PL
- Reach-truck, cherry-picker, or order-selector experience

Two to four genuinely optional items. Keep them strictly separate from Requirements so they don't deter good applicants.

5. Compensation & Benefits

Pay range	{{Salary Range}}
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Enter a pay range from local market data — do not leave it blank. Pay transparency improves applicant quality and is now required in many states.

6. Schedule & Work Environment

- {{Full-time}}; {{day / evening / overnight}} shift, with overtime during peak
- Warehouse environment: concrete floors, seasonal temperature swings, and constant motion
- Steel-toe boots and safety vest required on the floor

Be honest about shifts, weekends, overtime, and the physical environment. Realistic expectations reduce early turnover.

7. How to Apply

To apply, {{application instructions — e.g., send a resume and short cover note to careers@company.com}}.

{{Company Name}} is an equal opportunity employer. We celebrate diversity and are committed to an inclusive workplace. We do not discriminate on the basis of race, color, religion, sex, sexual orientation, gender identity, national origin, age, disability, veteran status, or any other characteristic protected by law.