



## **Warehouse Worker Job Summary**

Perform an array of functions that may include receiving and processing incoming stock and materials, picking and filling orders from stock, packing and shipping orders, or managing, organizing and retrieving stock in the warehouse.

### **Essential duties and responsibilities**

- Assist shipping and receiving unloading trucks and checking in merchandise
- Prepares orders by processing requests and supply orders; pulling materials; packing boxes; placing orders in delivery area
- Sort and place materials or items on racks, shelves or in bins according to organizational standards
- Open bales, crates and other containers
- Maintains inventory controls by collecting stock location orders, printing request, recording amounts of materials or items received or distributed through a computer. May also assist in counting of physical inventory
- Prepare parcels for mailing
- Maintains safe and clean work environment by keeping shelves, pallet area, and work stations neat; sweep, dust and mop. Organize warehouse and work area for orderliness at all times
- Wear the proper safety equipment

### **Qualification requirements**

- Must have clean criminal record check OR F.A.C.
- High School diploma or equivalent preferred
- 1-2 yrs previous warehouse experience; with preference given to anyone with a background in mining, mechanical or warehousing
- Good communication, organizational, time management mathematical skills
- Dependable and Reliable
- Inventory, Equipment maintenance, data entry and computer skills may be required
- Preference given to background in mining, mechanical or warehousing

### **Physical demands and abilities**

- Qualified fork lift or machine operator
- Regularly lift and/or move objects 10-50lbs occasionally lift and/or move objects that weigh more than 100 lbs.
- Frequently required to stand, walk, stoop, kneel, or crouch
- Specific vision abilities required for this job include close vision, distance vision, color vision, peripheral vision, depth perception and ability to adjust and focus.

**Please email cover letter and resume to:**

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