



WAREHOUSE TECHNICIAN

ABOUT THIS JOB

Warehouse Technicians receive, store and issue materials, equipment and other items from stockrooms, warehouses or storage yards. They also monitor fuel delivery and inventory. They are responsible for keeping good records and compiling reports, and making sure warehouse contents are kept in good order. Warehouse Technicians work mostly on their feet, can perform multiple tasks simultaneously and are very organized.

WAREHOUSE TECHNICIANS PERFORM THE FOLLOWING TASKS:

- Receive and count stock items, and record data manually or using a computer
- Pack and unpack items to be stocked on shelves in stockrooms, warehouses or storage yards
- Verify inventory computations by comparing them to physical counts of stock, and investigate discrepancies or adjust errors
- Store items in an orderly and accessible manner in warehouses, tool rooms, supply rooms or other areas
- Mark stock items using identification tags, stamps, electric marking tools or other labeling equipment
- Clean and maintain supplies, tools, equipment and storage areas in order to ensure compliance with safety regulations
- Determine proper storage methods, identification and stock location based on turnover, environmental factors and physical capabilities of facilities
- Keep records on the use and/or damage of stock or stock handling equipment
- Examine and inspect stock items for wear or defects reporting any damage to supervisors

PREPARATION AND TRAINING FOR THIS POSITION

A high school diploma or GED, and on-the-job experience or previous work experience are required for this position.



EDUCATION:

- * **HIGH SCHOOL DIPLOMA OR GED**
- * **PREVIOUS ON-THE-JOB EXPERIENCE**