



TIKIGAQ Corporation
Office of Human Resources
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WAREHOUSE SPECIALIST	
Approved Date: 2025	
Job Code:	FT : Non- Exempt

JOB SUMMARY:

An essential staff member in warehouses and distribution centers. Warehouse Specialist play a pivotal role in maintaining the availability of products for customers. They ensure that merchandise is appropriately stored, organized, and ready for purchase. By managing inventory levels and product placement, they contribute significantly to the overall efficiency and functionality of a business. Their work directly impacts customer satisfaction and the company's ability to meet customer demands effectively. Collaborate with various departments to facilitate the seamless flow of products and packages enabling businesses to operate smoothly and deliver a positive customer experience. Work on-site in a warehouse or storage facility and are responsible for managing the inventory of a manufacturing or distribution organization. They receive incoming stock, label and package products, and organize products in the warehouse. Warehouse Specialist may also use specialized equipment such as forklifts or pallet jacks to move heavy items.

REPRESENTATIVE DUTIES

- Receiving and storing incoming stock: Are responsible for receiving and storing products, materials, and supplies in a warehouse or storage facility. They may use specialized equipment such as forklifts to move heavy items.
- Monitoring inventory levels: Keep track of inventory levels to ensure that there is enough stock to meet customer demands. They use software or manual systems to track the movement of products in and out of the warehouse.
- Labeling and packaging products: Label products with identification tags or codes and package them for shipment to customers or other departments within the organization.
- Conducting stock checks: Stock clerks regularly conduct stock checks to ensure that inventory levels are accurate and up-to-date.
- Organizing stock: Organize products in a logical manner for easy access and retrieval. They may use shelving, bins, or other storage solutions to keep the warehouse or storage facility organized.
- Coordinating with other departments: Communicate with other departments within the organization to coordinate the movement of goods. They may work with sales teams to ensure that products are available when needed or with shipping and logistics teams to ensure that products are delivered on time.
- Processing shipping documents: Prepare and process shipping documents such as bills of lading, packing slips, and shipping labels.
- Maintaining a safe and clean work environment: Ensure that the warehouse or storage facility is clean, organized, and free from hazards. They may be responsible for maintaining equipment such as forklifts and pallet jacks.

KNOWLEDGE and SKILLS

- Minimum of six months' experience in stocking, shipping, logistics, or related field.
- Exceptional organizational skills.
- Strong interpersonal communication.

- Written and oral comprehension skills.
- Attention to detail and manual dexterity

MINIMUM EDUCATION QUALIFICATION

- High school degree is preferred.
- Must be able to pass pre-employment requirements including criminal background check and drug screen.

ADDITIONAL REQUIREMENTS

May be required to possess a drivers license with a clean driving record.

MINIMUM PHYSICAL REQUIREMENTS

Ability to lift and move up to 50lbs. Stand, walk and bend for extended periods of time. Ability to maneuver and operate warehousing equipment.

This job description is not an employment agreement or contract. Management has the exclusive right to alter this job description at any time without notice.

We are an Affirmative Action/Equal Opportunity Employer and employment selection decisions are based on merit, qualifications, and abilities. We do not discriminate in employment opportunities or practices on the basis of: race, color, religion, national origin, age, sexual orientation, gender identity, disability, veteran status or any other characteristic protected by country, regional or local law.