



JOB DESCRIPTION

Position: Distribution/Retail Clerk
Department: Warehouse
Location: Corvallis Warehouse
Status/Category: RH - non-student hired to work busy workload times, Non-Exempt; Hourly
Reports To: Warehouse Supervisor
Revised (if applicable): 9/14/2023

RESPONSIBILITIES

Product Receiving/Processing

1. Receive shipments of merchandise, verify counts, method of shipment, and report damages or shortages to the warehouse supervisor
2. Unpack/pack merchandise
3. Generate tags using a computerized system and label merchandise
4. Other duties as assigned

REQUIRED DEMONSTRATED KNOWLEDGE, SKILLS, AND ABILITIES

1. Effectively organize work and work areas for maximum productivity and efficiency
2. Ability to work independently and share responsibilities with other staff

MINIMUM QUALIFICATIONS

H.S. Diploma, or equivalent

PREFERRED QUALIFICATIONS

1. Experience using a computerized system to input, organize, and retrieve data
2. Familiar with shipping/receiving, inventory, and/or distribution center maintenance
3. Experience with Microsoft Office

Work Environment: This position works primarily at the Corvallis Warehouse. This position is expected to repeatedly lift 50-pounds and move up to 70-pounds as required. There will be frequent use of a computer keyboard and monitor, stand on concrete floor for an extended period, reach, bend, or stoop to load/unload boxes to/from the truck and storage units, move merchandise to/from boxes or shelves. The warehouse has controlled air but may get warm during the summer months.

Efforts have been made to develop a complete job description, however; please be aware that the duties and requirements listed herein are not the only duties which you may be required to perform. The omissions of specific statements of duties does not exclude them from being assigned to you if the work is similar, related, a logical assignment to the position, or is necessary in an emergency situation.

Employee Name (print)

Employee Sign

Date