



gSource, LLC
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Job Description

Job Title: Warehouse Clerk
Job Summary: Handle and account for receiving of goods, maintaining of stock, processing and shipping of orders.
Wage Category: WC I, II, III
Department: Warehouse
Reporting to: Quality Manager
FLSA Status: Non-exempt (Fair Labor Standards Act)

Responsibilities of essential functions include:

1. Ability to work in a fast paced environment and deal with changes, delays or unexpected events
2. Pick products according to established procedures
3. Package and ship products via UPS, FedEx, DHL, USPS or other carrier to established procedures
4. Label and store products in warehouse to established procedures
5. Maintain inventory of packaging materials and initiate Material Request Router to reorder as needed
6. Custom label and package products according to customer specification

Responsibilities of non-essential functions include:

7. Keep warehouse and shipping area clean and organized
8. Receive, unpack, and verify count of products
9. Inspect products and labeling as needed
10. Perform physical inventory as scheduled
11. Pack and coordinate shipments of trade show supplies
12. Maintain commitment to Quality Goals and Quality Policy
13. Complete jobs and tasks as assigned

14. Working Schedule: 9:15 am to 6:00 pm with 45 minute unpaid lunch break

Employee: _____
Last Name First Name Initial

Nothing in this job description restricts management's right to assign or reassign responsibilities to this position at any time.

Signatures:

Employee mm / dd / yy

Manager/Supervisor mm / dd / yy