

Warehouse Helper Job Duties:

- Obtain work orders from supervisors and chart out daily activities.
- Assist warehouse staff in shipping and receiving trucks.
- Check-in materials and match purchase orders with received items.
- Determine items to be shipped or stored by reading and interpreting shipping orders.
- Assist in unloading vehicles and determining material or item disseminating tasks.
- Move items from the receiving pallet to storage areas using forklifts or trolleys.
- Ensure that items are appropriately placed on shelves and racks according to their types and sizes.
- Refer to work orders and assist order pullers in pulling items from storage.
- Match pulled pieces with work orders to ensure accuracy.
- Report any damaged items to the supervisor immediately.
- Physically move orders from storage areas to packing areas.
- Weigh and count items and place both weight and quantity information on boxes.
- Handle packing activities such as putting items in boxes or crates and labeling them correctly.
- Move packaged items to the delivery pallet and load them onto delivery trucks.
- Make sure that packaged items are properly and securely placed in the delivery truck.
- Record the number of materials received and shipped.
- Ensure cleanliness and maintenance of the warehouse on a constant basis.