



Job Description

Warehouse Attendant

Kingston & St. Andrew/St. Catherine

The Warehouse Attendant reports directly to the Warehouse Supervisor with the responsibility of performing various warehouse tasks to ensure that the operations of the warehouse, functions effectively and efficiently.

Key Competencies and Skills:

- High integrity
- Highly motivated
- Keen attention to details with the ability to assess the quality of product inventory
- Excellent team-spirit/interpersonal skills (this is crucial to complete team-goals)
- Must be able to stand, walk and lift for extended periods throughout the day
- Must be able to lift 50 pounds or more
- Excellent organizing skills with the ability to store items accurately, efficiently and effectively
- Must be able to work in a fast-paced and instructions-oriented environment

Key Responsibilities:

- Sort, organize, pack, label, manage and store inventory in proper location
- Moving inventory and materials across facilities
- Executes loading and unloading operations for example; removes inventory from trucks and deliver to designated locations
- Process inventory for delivery
- Scans delivered inventory and conducts quality checks
- Reports to warehouse supervisor any inventory anomalies including missing inventories, expiration, damages among other factors
- Must prepare customers' order accurately, efficiently and in a presentable manner (ensuring accurate count, type of product, brand etc.
- Operates heavy machinery e.g., pallet jack or heavy inventory
- Adheres to occupational health and safety standards
- Ensures warehouse is free from debris and removes hazards from isles
- Occasionally asked to accompany company Drivers to deliver goods to clients in cases where a Casual Worker is unavailable or there is a staff shortage

Job Specification and Qualification:

- Must provide at least three references (2 professional and 1 personal)
- At least three CXC subjects inclusive of English and Mathematics or a numerical subject, or:
- 1-year warehouse experience or a Heart Trust/NTA Certification

Important Information:

- Inventory is to be treated with extra care, not left neglected or displaced
- A snack is usually provided, this is not to be taken home but to be consumed at work. NB: Lunch is also provided
- Employees are subjected to routine body searches prior to leaving the compound
- Must maintain a clean working environment

DISCLAIMER

While this list is intended to be an accurate reflection of the current job, Everyday Value Jamaica Limited, reserves the right to revise the functions and duties of the job or to require additional or different tasks to be performed when circumstances change (i.e., disasters, emergencies, changes in personnel, work load, rush jobs, seasons of increased demands, changes in statutory or government regulations or technological developments).