

A person who is responsible to look after the building where manufactured goods and raw items are stored prior to sale or distribution.

## Duties in a warehouse

- Fulfill deliveries to and from vendors
- Accurate maintenance reporting of storage
- Maintains fulfillment and company standards
- Controls inventories and shipment efficiently



## Responsibilities in a warehouse

- 👍 Storage and tracking receipt of material
- 👍 Managing good inward memo
- 👍 Distribution of raw material
- 👍 Issuance of packed material
- 👍 Managing rejected material
- 👍 Cleansing dispensing equipment
- 👍 Cleansing of dispensing room
- 👍 Receipt and issue of miscellaneous item
- 👍 Storing and handling of printed packaging materi
- 👍 Environmental monitoring and managing
- 👍 Spillage handling
- 👍 Laminar flow cabinets maintenance

