

## **Hiring- 2021-9-2**

### **Warehouse Staff Job Description**

- Sort and place materials or items on racks, shelves
- Support manager in inventory management.
- Label all orders and back stock clearly.
- Load and unload customer vehicles; ensure proper paperwork is completed and signed off by the customer after loading of product
- Process incoming freight trucks in a timely manner.
- Keep Warehouse clean and organized
- Inspect equipment to maintain good working order.
- Other duties as assigned.

### **Qualifications**

- No experience need & will train
- Good attitude and positive attitude & willing to learn
- Basic English

Please email your Resume to [Job@SincereHomeDecor.com](mailto:Job@SincereHomeDecor.com)