



## POSITION DESCRIPTION

### WAREHOUSE ORDER CLERK

Office Location: St. Louis, Missouri

Level: Experienced

Department: Centerline

Reports to: Operations Manager

Supervises: N/A

The Warehouse Order Clerk will fulfill and process orders, accept incoming shipments, and oversee the general organization of the warehouse.

#### A. Essential Functions

1. Maintains an accurate running inventory.
2. Restocks Supplies and inventory; places blanket and special orders as needed
3. Enters purchase order data in the inventory control system.
4. Accepts, verifies, inspects and records all deliveries according to policy.
5. Records, reports and returns defective items.
6. Processes invoices, supplying necessary data to accounting or other appropriate department for payment and recordkeeping.
7. Maintains the organization and cleanliness of the warehouse area.
8. Handles complaints related to shipments; notifies supervisor of any shipping or receiving issues.
9. Performs other related duties as assigned.

#### B. Desired Qualifications

1. Proficient with inventory control systems.
2. Thorough understanding of warehouse policies and procedures.
3. Excellent organizational skills and attention to detail.
4. Excellent interpersonal and customer service skills.
5. Excellent time management skills.
6. Valid Drivers License and clean driving record.

#### C. Education and Experience

1. High school diploma or equivalent required

#### D. Physical Requirements

1. Must be able to complete various activities in the warehouse that may require hours of lifting, standing, and carrying.
2. Must be able to move up to 50 pounds at a time.

## COMPANY PROFILE

The UP Companies, one of the region's largest full-service MBE-Certified contractors, offers competitive, all-inclusive solutions for general contractors, owners and facility management professionals. Founded on the ideals of technical excellence, personal responsibility, collaboration and diversity, we pride ourselves on the ability to provide integrated solutions to all clients. Our mission is to exceed the expectations and experiences of our collaborators and clients by utilizing our unique corporate infrastructure to provide safe and innovative solutions, exceptional workmanship, technical excellence and integrity at every level. The UP Companies provides the Best Value per Square Foot.