1. Managed scheduling and task delegation for [Number]-member warehouse team.
2. Streamlined packing procedures by keeping detailed track of over [Number] pounds of [Type] daily stock packing and identifying areas for improvement.
3. Removed all debris and packaging from boxes and separated for recycling or disposal.
4. Collaborated with sales team members to stay current on inventory levels, complete accurate orders and resolve item issues.
5. Simplified shipping and receiving processes, which boosted productivity [Number]%.
6. Managed timely and effective replacement of damaged or missing products.
7. Completed physical inventory counts each [Timeframe].
8. Processed incoming shipments upon package receipt by scanning boxes and envelopes and using [Software] to update system.
9. Evaluated supplies and product inventory to check for quality and quantity issues and returned unacceptable materials to vendors to obtain replacements or refunds.
10. Managed order availability by keeping detailed records of [Type] stock inventory in [Software].
11. Stocked merchandise each [Timeframe], clearly labeling items, arranging according to size or color and preparing attractive displays.
12. Used hand-held devices and computers to record and monitor inventory levels and completed audits to uncover and address inaccuracies.
13. Created and enforced detailed organization processes to increase quality service standards.
14. Maintained productivity and accuracy while continuously lifting and unpacking over [Number] pounds of [Type] packages.
15. Diligently examined packages and labels for defects or inaccuracies, decreasing overall packaging mistakes [Number]%.
16. Calculated correct order totals, updated accounts and maintained detailed records for inventory management.
17. Acknowledged [Type] safety issues and contacted [Job title] regarding concerns and for quick resolution.
18. Oversaw warehouse staff and maintained efficiency in fast-paced environment.
19. Blocked and faced products on displays and shelves in accordance with company policy.
20. Checked packages and merchandise for damage and quickly notified vendors to request replacements.