



**USC** University of  
Southern California

## Warehouse Associate Job Description

### JOB INFORMATION

Job Code:	155017
Job Title:	Warehouse Associate
FLSA Status:	Non-Exempt
Supervisory:	
Job Family:	Special Equipment/Material Handling
Job Family Group:	Administrative Support
Management Level:	7 Individual Contributor

### JOB SUMMARY

This position is responsible for incoming deliveries, matching invoices to receiving documents, and inputting data into the inventory management system, noting any discrepancies. The Warehouse Associate assembles and fills orders, organizes stock and merchandise, and communicates internally and externally with stakeholders regarding orders, packing lists, deliveries and inventories. This position also drives forklifts, delivery vehicles, and works as part of the offsite events team. The Warehouse Associate is also responsible for preparing and maintaining invoices. This position works in a warehouse environment, must have a flexible schedule, and the ability to walk and stand for long periods of time.

### JOB QUALIFICATIONS:

#### Education

Req	Pref	Degree	Field of Study
X		High school or equivalent	

#### Additional Education

**Check here if experience may substitute for some of the above education.**

X Combined experience/education as substitute for minimum education

#### Work Experience

Req	Pref	Work Experience	Experience Level
X		1 year	
	X	2 years	

#### Additional Work Experience

**Check here if education may substitute for some of the above work experience.**

Combined experience/education as substitute for minimum work experience

#### Knowledge, Skills and Abilities

Req	Pref	Functional Skills
X		Good verbal/written communication skills, basic math and reading comprehension. Ability to lift up to 50 - 60 lbs. repeatedly. Ability to safely drive a forklift (forklift certification required). Valid California driver's license with University approved driving record. Ability to drive at least a 26 foot (up to 26,000 lbs.) truck. Ability to walk and stand for long periods of time, bend, stoop, climb, lift, push, and pull. Ability to withstand temperatures in a

## Knowledge, Skills and Abilities

Req	Pref	Functional Skills
		typical warehouse environment. Must be computer literate, with basic knowledge of Microsoft Word and Excel. Ability to work a flexible schedule including nights, weekends, and offsite events.

## Other Job Factors

## JOB ACCOUNTABILITIES

	% Time	Essential	Marginal	N/A
Unloads and examines incoming deliveries. Matches invoices to receiving documents and appropriately reports and records any damage or discrepancies.				
Inputs merchandise data into inventory management system. Operates inventory control devices such as merchandise scanners, cash registers, and credit card terminals.				
Assembles and fills orders placed by the bookstore departments and satellite stores. Prepares shipping documentation, and packs and ships outgoing merchandise.				
Organizes and stocks merchandise and inventory in designated warehouse locations. Drives forklift and operates pallet jack and hand truck to move merchandise intra-warehouse.				
Regularly reviews email to timely respond to merchandise transfer requests. Communicates with external vendors regarding packing lists, discrepancies, deliveries, and returns. Responds verbally and/or in writing to merchandise queries. Forwards incoming mail to bookstore departments and satellite stores.				
Drives warehouse vehicles, including but not limited to, delivery vans, large passenger vans and up to 26 foot truck, for deliveries and events. Sets up offsite event locations. Prepares and replenishes merchandise kiosks for offsite events.				
Prepares invoices in batches for processing and payment by accounting. Maintains invoice files. Communicates with accounting regarding invoice payments and discrepancies.				
Works various external events as part of the offsite events team. Processes cash and credit card transactions. Answers customer merchandise queries. Assists with loss prevention efforts.				
Performs other related duties as assigned or requested. The university reserves the right to add or change duties at any time				

## Other Requirements

Essential:	Emergency Response/Recovery	Essential:	Mandated Reporter
	In the event of an emergency, the employee holding this position is required to "report to duty" in accordance with the university's Emergency Operations Plan and/or the employee's department's emergency response and/or recovery plans. Familiarity with those plans and regular training to implement those plans is required. During or immediately following an emergency, the employee will be notified to assist in the emergency response efforts, and mobilize other staff members if needed.		A mandated reporter who in his or her professional capacity has knowledge of, or reasonably suspects a person who is under the age of 18 years, elderly, or a dependent adult has been the victim of abuse or neglect must report the suspected incident. The reporter must contact a designated agency immediately or as soon as practically possible by telephone or in writing within 36 hours. By virtue of the associated job duties, this position qualifies as a mandated reporter as required by state law and USC's policy at: <a href="https://policy.usc.edu/mandated-reporters/">https://policy.usc.edu/mandated-reporters/</a>
Campus Security Authority (CSA)			Essential:
By virtue of the associated job duties, this position qualifies as a Campus Security Authority as required by law and USC's policy at: <a href="https://dps.usc.edu/alerts/clery/">https://dps.usc.edu/alerts/clery/</a>			No

## ACKNOWLEDGMENTS

The above statements reflect the essential and non-essential functions as necessary to describe the principle contents of the job. They are not intended to be a complete statement of all work requirements or duties that may be required of the

position. I understand that I may be asked to perform other duties as assigned. USC reserves the right to add or change duties at any time.

The University of Southern California is an Equal Opportunity Employer. USC prohibits discrimination on any basis protected under federal, state, or local law, regulation, or ordinance or university policies. All employment decisions are based on individual qualifications and business need.

I acknowledge receipt of this job description and its associated physical requirements. I have read and understand the job description and job requirements and agree to abide by their contents. I realize that duties may be requested of me that are not specifically stated herein. I understand that I will be expected to adjust to potential fluctuations in work volume. I understand that, if I have any questions about the essential functions or expectations of my position, my supervisor and/or HR partner are available to discuss them with me.

\_\_\_\_\_  
Print Employee Name

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Print Manager Name

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

This job description describes the general nature and level of work required by the position. It is not intended to be an all-inclusive list of qualifications, skills, duties, responsibilities or working conditions of the job. The job description is subject to change with or without notice, and Management reserves the right to add, modify or remove any qualification or duty. Nothing in this job description changes the existing at-will employment relationship between the university and the employee occupying the position.