



JOB DESCRIPTION-EXAMPLE

Job Title: Stocking and Inventory Associate

Company: Aero Company, Inc.

Location: On-site

Job Type: Part-time

Position Overview

Aero Company, Inc. is seeking an organized, self-initiating, and reliable Stocking and Inventory Associate to join our logistics team. In this role, you will be responsible for maintaining the accuracy of our inventory, receiving and processing incoming shipments, and ensuring that materials are properly stocked. Your work will directly support our operation and help us maintain high standards of service.

Key Responsibilities

- Receive, unload, and confirm incoming shipments for damage.
- Organize, stock, and arrange inventory in the warehouse or stockroom areas.
- Prepare and pack items for outgoing shipments.
- Maintain a clean, safe, and organized workspace to meet safety standards.

Job Qualifications & Skills

Hard Skills (Technical & Physical Abilities)

- **Inventory Management Software:** Experience with using Excel to confirm inventory.
- **Equipment Operation:** Proficiency with scanners, barcode readers, and basic warehouse equipment (e.g., pallet jacks, hand trucks). Forklift certification is a plus.
- **Physical Abilities:** Ability to lift, push, and pull up to 50 lbs regularly and remain on your feet for 5 hours.
- **Data Entry Accuracy:** Strong numerical skills for accurate tracking, of stock counts.

Soft Skills (Interpersonal & Behavioral Attributes)

- **Attention to Detail:** Keen eye for spotting issues in shipment logs, damaged goods, or misplaced inventory.
- **Time Management:** *Ability* to prioritize tasks effectively in a fast-paced environment to meet shipping and restocking deadlines.
- **Teamwork & Collaboration:** Excellent communication skills to work with logistics, purchasing, and team members, and floor managers.
- **Problem-Solving:** Proactive attitude toward identifying inventory errors and tracking down missing items.

Education and Experience

- High school diploma or equivalent preferred.
- 1–2 years of experience in warehousing, logistics, retail stockrooms, or inventory management is preferred but not required.



Job Description: Key Responsibilities and Job Qualifications (hard and soft skills) are often covered in the interview!