	<h1 style="text-align: center;">Checker</h1> <h2 style="text-align: center;">Job Description</h2>		Document Number: JD-OPS-09.18
	Department: Operations/Warehousing	Effective Date: September 29, 2016	Revision No 0

I Reason for Existence

The *Checker* is generally responsible in making sure that all cargoes received or released are complete and in good condition.

The *Warehouse Checker* is responsible for thoroughly counting all incoming stocks in the warehouse prior to storage and all outgoing stocks prior to loading for delivery.

II Immediate Leader

Senior Operations Manager, Operations Manager, Operations Supervisor, Warehouse Operations Manager and Warehouse Operations Supervisor.


III Duties and Responsibilities

Checker

1. Responsible in making sure that all cargoes received and released are complete and in good condition by counting and inspecting each items to prevent clients filing for the claims and cases.
2. Responsible in making sure that all attached documents is complete in receiving the cargoes by coordinating with the dispatcher.
3. Making sure all Proforma waybill series issued is used and liquidate to ensure that the finance will be able to release another copy.
4. Perform other task that maybe assigned by management from time to time.

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Warehouse Checker (Warehousing Accounts)

1. Count quantities of items received and dispatched.
2. Compare product labels, tags, purchase orders, Stock Transfer Order and delivery receipt to verify accuracy of item contents, quality specifications and quantity prior dispatch of items for delivery and/or acceptance of items for storage.
3. Examine the items for damage, defects, or shortages by comparing actual items vs documents and its physical condition upon acceptance and/or dispatch of items to avoid customer claim.
4. Communicate any discrepancies to Inbound or Outbound Coordinator for proper disposition and reporting to customer.
5. Segregate the items not meeting quality standards and notify the Account Coordinator, Documentation Assistant and Inventory Control Analyst for proper documentation and reporting.
6. Sort items per route per store that are subject for pre- loading,
7. Accurately identifying and receiving items into inventory locations using inbound tally sheet.
8. Perform other task that maybe assigned by management from time to time.

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IV Minimum Qualifications

1. Graduate of any two year course preferably business course.
2. Minimum of 2 years' experience on the position or with related experience.
3. Good written and oral communications.
4. High tolerance to stress and detailed oriented.
5. Adaptable and with problem solving analysis.

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