



American Cartage & Distribution

250 Moonachie Avenue  
"Headquarters Office"  
Moonachie NJ 07074  
201-478-4600  
201-478-4601 Fax

Warehouse Locations:

**Central 3PL operations:**  
650 Bellville Turnpike  
Kearny, NJ 07032  
201-941-4990

17300 Slover Ave. (4PL)  
Fontana, CA 92337

3801 Centerpoint Way (4PL)  
Joliet, IL 60436

# American Cartage and Distribution, LLC

## Warehouse Returns Processor – Job Description

**Full Time:** Monday to Friday 8:30am to 5:30pm (subject to change and based on department)  
**Company:** ACD (American Cartage & Distribution)  
**Reports to:** Simon List (Warehouse Manager)

### **Job Description:**

The Returns Processor will process product returns and information while supporting other departments within a high-volume, very fast-paced working environment. Includes receiving and processing new shipments of stock and raw materials. Storing and distributing stock and materials and perform general warehouse duties.

### **Job Responsibilities:**

- Unpack returned merchandise, inspect package condition and assess paperwork sent in with return instructions for proper return procedures.
- Inspect returned merchandise, checking for quality and condition of product to determine return category.
- Maintain a safe and organized work environment at all times.
- Maintain individual productivity and quality standards according to department requirements.
- Focus and remain on task in a fast paced environment
- Pull ordered material from appropriate bins and carts
- The ability to lift 50lbs frequently.
- The ability to be on their feet an entire shift.
- Candidate must be able to use a smart device such as a tablet /scanner /phone.
- Other tasks as required to meet team goals.

### **Skills/ Experiences Needed:**

- Actively support team concepts and effectively communicate with team members.
- Accurately follow directions, both written and verbal.
- Fluent verbal and written communication in English.
- The ability to do basic math, such as adding and subtracting.
- Attention to detail.
- Organizational skills (must be able to keep track of inventory and keep work area clean)
- Knowledge and ability to identify different clothing items.
- Ability to work in a team environment.
- Knowledge of warehouse operating procedures and protocol.
- Remain flexible to work overtime, as scheduled.

**Please note:** The above is intended to describe the general content of and requirement for the performance of this job. It is not to be construed as an exhaustive statement of duties, responsibilities or requirements.