



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 Order Processor – Job Description

Full Time: Monday to Friday 9:00 to 5:30pm (subject to change)
Company: ACD (American Cartage & Distribution)
Reports to: Simon List (Warehouse Manager)

Job Description:

Order Processing Job in Kearny, NJ

The ideal candidate has strong data entry skills and excellent verbal communication. This is an excellent opportunity to develop your career in a very fast-paced working environment. This includes receiving and processing new shipments of stock and raw materials. Storing and distributing stock and materials and perform general warehouse duties.

Job Responsibilities:

- Receive orders,
- Verify items on a PO are in stock.
- Verify client information.
- Inform the customers of quoted freight charges and estimated delivery date for their order,
- Inputting orders into WMS software ,
- Communicating efficiently with warehouse staff regarding orders.
- Communicate email with the customers.
- Professionally answering customer questions and concerns.
- 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.