

**Position:** Order Fulfillment/Warehouse Associate

Compensation: \$16.00/hr

**Status:** Full-time, Non-exempt

**Job Description:** The Order Fulfillment/Warehouse Associate supports the company by fulfilling orders and managing inventory in a timely and professional manner.

Responsibilities include (but are not limited to):

- Pulling items from proper locations and preparing for shipment
- Must be able to work as part of a team
- Process, package and ship orders accurately
- Load and unload material onto or from pallets, racks, and shelves
- Check all incoming inventory against purchase orders and vendor packing slip
- Operate pallet jacks, dollies and forklift to load or unload trucks
- Perform inventory cycle-count as required
- Interact with appropriate personnel to ensure effective communications and dissemination of goods as required.
- Be familiar with services of the organization and their associated functions
- Perform various other duties as assigned by order fulfillment manager

Physical demands:

- Must be able to frequently lift and carry up to 75 pounds, lifting may be in excess of 100 repetitions per shift
- Must be able to maintain a high level of frequency in other physical activities such as reaching, standing, walking, lifting, pushing, pulling, kneeling and crouching

Requirements:

- Must be 18 years of age or older
- Must have high school diploma or equivalent
- Willingness to work overtime as needed
- Basic computer skills needed
- Effectively communicate information and respond to questions from various levels within the organization

Preferred Experience:

- 3-5 years of inventory management/warehouse experience
- Forklift experience