



ORDER PULLER

JOB SUMMARY:

The Order Puller will be responsible for the accurate pulling of warehouse orders from packaging slips through the use of an RF Gun data system. This person must be able to provide the ability to carefully select proper product per order. Work instructions are given on assignments and variations. Work procedures are usually standardized. Assignments are supervised. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

ESSENTIAL JOB FUNCTIONS:

- Expedite customer orders in the warehouse.
- Select, count, and weigh materials to be shipped in accordance with RF Gun.
- Keep orders separate by shipment.
- Assist in packing shipments, attaching labels, etc., as directed.
- Deliver order to packing area.
- Report shortages or other discrepancies.
- Package and weigh product in standard containers on conveyor lines or in the stock or shipping areas.
- Form up, staple or tape seal boxes.
- Cross trains for other positions within the building.
- Keeps work area neat and organized.
- Perform other related duties as assigned

QUALIFICATIONS:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. Individual must be able to work well with others and be a team player. This person needs to be detail oriented and able to work at a fast pace.

EDUCATION AND/OR EXPERIENCE:

- High school education or equivalent
- Shipping and RF Gun experience preferred

LANGUAGE SKILLS:

Ability to read and comprehend simple instructions, short correspondences and memos. Ability to write simple correspondence. Ability to effectively communicate in one-on-one small group situations to other employees of the organization.

MATHEMATICAL SKILLS:

Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals.

REASONING ABILITY:

Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of data furnished in written, oral, diagram, or schedule form. Ability to apply commonsense understanding to carry out written or oral instructions.

PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to stand. The employee is frequently required to walk, use hands to finger, handle, or touch objects or controls, and talk or hear. The employee is occasionally required to reach above shoulders, crouch and crawl. The employee will lift and/or move up to 50 pounds occasionally. Specific vision abilities required by this job include close vision, peripheral vision, depth perception and the ability to adjust focus. It is required that the employee be physically present at the work site in order to effectively perform the job.

WORK ENVIRONMENT:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee has limited exposure to moving mechanical parts. This person will also be using an RF Gun for order pulling. The noise level in the work environment is usually moderate.