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F-009 rev A

Job Description

Job Title	Warehouse Employee	Location	Suwanee, GA Warehouse
Department	Shipping	Immediate Supervisor	Shipping Manager

Position Summary

Responsible for picking, packing and shipping product for customer orders. Responsible for entering information into company's warehouse management system.

Position Responsibilities

1. Pick customer orders from stocking locations. Use pallet jack and scanner.
2. Pack customer orders from picked items. Weigh orders. Use scanner and scales.
3. Fill backorders by picking items previously on backorder. Pack and weight orders for shipment. Use motorized cart, scanner, and scales.
4. Load customer orders on carrier trucks. Compare Bill of Lading and labels to located boxes.
5. Any other assignment by supervisor.

Position Education and Skills Requirements

Education: High School or equivalent work experience

Work Experience: 1 – 2 years work experience

Required / Preferred Skills: Dependable and prompt, work well with little supervision and able to work with others. Able to understand written material and basic math

Physical Requirements: Be able to lift 50 pounds, stand for a long period of time, bending, stooping, reaching, pushing, pulling, walking, hearing, and ability to see.

Limitations and Disclaimer

The above statements are intended to describe the general nature and level of work that will be performed for the described job. They are not to be construed as a complete list of responsibilities, duties, and skills required for the position. Position requirements represent the minimum level of education, work experience, skills and/or abilities required to perform the duties of the position.