Job Title: Order Puller/Picker  
Department: Shipping and Receiving  
Reports To: Distribution Center Operations Manager  
FLSA Status: Hourly

Summary: The order puller/picker is responsible for accurately filling and scanning of customer orders prior to shipment.

Essential Duties and Responsibilities include the following. Other duties may be assigned.

- Operates a handheld scanner to pick material from dedicated locations in the warehouse.
- Efficiently picks customer orders for shipment ensuring that the order is complete, accurate, and free of damage.
- Appropriately lifts and stacks material on carts to ensure material may be properly banded/wrapped.
- Package units when pulling is completed
- Prints and places shipping labels on materials.
- Assists with physical inventories as required.
- Maintains a clean, neat, and orderly work area.
- Complies with company standard operating procedures, safety policies, and OSHA standards.
- Attends safety meetings as required.
- Other duties as assigned by supervisor.

Supervisory Responsibilities

This job has no supervisory responsibilities.

Qualifications To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. 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.

Education and/or Experience

High School Diploma or GED; or up to six months related experience or training; or equivalent combination of education and experience.

Language Skills
Ability to read and comprehend simple instructions, short correspondence, and memos. Ability to write simple correspondence. Ability to effectively present information in one-on-one and small group situations to customers, clients, and other employees of the organization.

Mathematical Skills

Ability to add and subtract two digit numbers and to multiply and divide with 10’s and 100’s. Ability to perform these operations using units of American money and weight measurement, volume, and distance.

Reasoning Ability

Ability to apply common sense understanding to carry out detailed but uninvolved written or oral instructions. Ability to deal with problems involving a few concrete variables in standardized situations.

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; walk; sit; use hands to finger, handle, or feel and reach with hands and arms. The employee is frequently required to stoop, kneel, crouch, or crawl and talk or hear. The employee must regularly lift and /or move up to 50 pounds.

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 is regularly exposed to outside weather conditions—heat and cold. The noise level in the work environment is usually moderate.