



## Position Description

**Job Title:** Order Packing Specialist

**Job Location:** Salt Lake City

**Department:** Warehouse 05

**Supervisor:** Warehouse Operations Manager

**Date:** 12/07/18

**Employment Status:**

Full-Time Reg

Non-Exempt

### Position Objective:

The Order Packaging Specialist is ultimately responsible for each order's accuracy. The OPS must have in depth knowledge of item skus and customer specifications with regard to order fulfillment.

### Essential Duties and Responsibilities

- Responsible to accurately pack product in accordance with written specifications and time tables
- Detects and reports any defective material(s) or questionable conditions to Order Fulfillment Supervisor immediately
- Accurately reads customer orders, works orders, shipping orders, or requisitions to determine item to be moved, gathered, or shipped
- Generate appropriate label/sticker and apply to product as per picking sheet/customer order
- Learn and know products intimately, must be able to recognize not only sku #s but products
- Make recommendations to management for methods of improvement
- Operate dolly, pallet jack, and/or forklift in loading and unloading material
- Moves material from receiving or storage areas to shipping or other designated areas
- Assist shipping and receiving, matching purchase orders to sales orders and distributing to sales associates for processing
- Organizes warehouse and work area for orderliness at all times
- Marking boxes or materials with identifying information using appropriate method
- Frequent additional warehouse duties as assigned

### Additional Responsibilities

- Must frequently move between all order fulfillment stations with ease, upholding all quality and accuracy standards
- Act as a backup for order fulfillment/shipping/stickering as needed
- Provide training/cross training and support to new or current team members as necessary or directed
- Sweeping, dusting, mopping warehouse as needed

- Assists in counting physical inventory
- Wear proper safety equipment and follow all safety protocols
- Willing and capable of picking up additional tasks as needed
- Maintain clean, orderly and safe work area

### **Knowledge and Skill Requirements**

- High School diploma/equivalent
- Must be able to read and write English fluently
- Ability to interpret documents such as safety rules, procedure manuals, sales orders, & shipping documents
- Effective communication skills both written and verbal
- Must be willing to work in a team environment and receive frequent feedback
- Insanely detail oriented, must accurately and consistently follow quality standards and spot quality issues and defects
- Basic math (addition/subtraction/multiplication/division)
- Ability to manage projects and time effectively
- Demonstrate ability to work well within a team and across departments

**Supervision:** Moderate must be able to follow directions, identify needs and work independently.

**Supervisory Responsibility:** No

**Access to Confidential information:** No

**Handle company funds:** No

**Languages:** English fluency required

**Training/Education required:** Minimum of high school diploma/equivalent

**Experience required:** 6 -12 months experience in like environment

### **Technical Skills required:**

- Working knowledge of inventory methods/cycle counts (FIFO)
- Basic computer skills
- Proficient in Math Skills - Ability to add, subtract, multiply, and divide in all units of measure quickly
- Maintain up to date expert knowledge of all item skus, warehouses, and how they affect inventory
- Fork lift experience preferred

### **Additional Training/Skills:**

- Team player; consistently exhibits a “can-do” attitude
- Action oriented; must be able to meet performance time demands
- Results driven and proactive; strong desire to own and execute area of responsibility with excellence
- Dependability; consistently at work and on time, follows instructions, responds to management direction and solicits feedback to improve performance
- Strong attention to detail
- Adaptability/Flexibility to change and update priorities as business requires
- Energetic and willingness to hustle (*not the dance, although that’s a skill which should not be overlooked!*)

### **Working Conditions**

- Primarily warehouse environment and is expected to be highly familiar with all common warehouse and office equipment
- **Hours of work:** Monday – Friday, day shift
- **Travel:** None - minimal

### **Other conditions worth noting:**

- Periodic evening and weekend work may be required

### **Physical Demands of Position**

Standing        75 % of time  
Walking        25 % of time

Regularly required to/use:

Hands to finger, feel, or handle, reach with hands and arms

Speak

Hear

Walk

Stoop

Twist

Lift/move up to 50 lbs

Frequently required to/use:

Stand

Walk

Kneel

Crouch

Crawl

Lift/move up to 50lbs

Occasionally required to/use:

Sit

Climb

Balance

Visual requirements:

Close vision, distance vision, color vision, peripheral vision, depth perception, & ability to adjust focus