



ORDER SELECTOR

The Order Selector is responsible for filling customer orders and delivering them to the delivery platform in a manner that meets company standards for safety, security, and productivity. The Order Selector is responsible for the completeness and correctness of all orders filled.

ESSENTIAL JOB FUNCTIONS

1. Efficiently pick customer orders for shipment, ensuring that the correct number and type of product is shipped.
2. Carry or transport orders to shipping locations or delivery platforms.
3. Tag or mark orders as requested.
4. Repack orders when necessary.
5. Ensure outbound shipments are accurate and free of damage.
6. Stock product in pick slots
7. Conduct physical inventories as required.
8. Maintain a clean, neat, and orderly work area.
9. Assist in maintaining the security of the warehouse.
10. Conduct operations in a manner that promotes safety and complies with OSHA and MSDS Standards.
11. Meet company standards for productivity.

EQUIPMENT:

1. Operate powered lift trucks in performance of order selecting duties when required.
2. Conduct safety inspections on any equipment used.
3. Used of hand-held computers / scanners and voice-enabled computers.

KNOWLEDGE, SKILLS AND ABILITIES:

1. Knowledge of warehouse procedures.
2. Knowledge of stock rotation procedures.
3. Ability to read and write legibly in English
4. Ability to count accurately and do simple math.
5. Must be capable of standing, walking and climbing stairs for extended periods of time.
6. Must be capable of climbing, stooping and kneeling.
7. Ability to lift, push and pull up to 80 lbs.
8. Ability to operate machinery.
9. Ability to hear well enough to communicate with co-workers.
10. Ability to pay attention to detail and coordinate various activities simultaneously.
11. Ability to communicate with supervisors, co-workers in a courteous and professional manner.
12. Ability to work with minimal supervision.

EDUCATION AND EXPERIENCE:

High school graduate or equivalent and excellent math skills.