

Park Supply Company

Job Title:	Warehouse Picker/Packer	Department/Group:	Warehouse
Level/Salary Range:	Hourly	Position Type:	Full-Time
Job Description			
<p>ROLE AND RESPONSIBILITIES</p> <p>As a Warehouse Picker/Packer Associate, you'll be operating material handling equipment to move product within the warehouse. Safety is our utmost priority so, in this role, we will look to you to ensure safe work practices and embrace our safety culture.</p> <p>In this role, you'll be lifting, lowering, and carrying product in a fast-paced environment. Stacking empty pallets and maintaining a safe and clean workspace by clean and sweep work area and remove trash as you go. You will maintain pick locations by cutting product open and placing product in primary picking locations.</p> <p>You will be essential to the success of our Supply Chain as we deliver to our customers. To ensure success in this position you will need to perform to a high level of accuracy.</p> <p>Duties:</p> <ul style="list-style-type: none"> • Operate RF scanners to accurately fill orders and effectively manage inventory. • Perform quality checks to identify and replace damaged materials and that customer orders are accurate according to size, color, quantity. • Shrink wrap product and secure to pallet for loading in staging area. • Label or mark containers with identifying information putting the appropriate order documentation on outgoing parcels. • Monitor inventory levels to determine need for stock replacement • Report inventory discrepancies to supervisor so areas can be audited, and system corrected. • Customer relations by Acknowledging and assisting customers with order pick-up in warehouse and maintaining status communication with the customers. • Assist in the warehouse or showroom if needed. • Carry out loading and unloading of material orders and shipment as needed. • Ensuring work areas are kept clean, neat, and well-organized. • Taking inventory and reporting shortages to supervisor. • Complying with OSHA and other health and safety policies when performing assignments. • All other reasonable duties as assigned by management. <p>QUALIFICATIONS AND EDUCATION REQUIREMENTS</p> <p>High school diploma, GED, or suitable equivalent. 1+ years' work experience in a similar role. Excellent verbal communication skills. Ability to work harmoniously with diverse range of people. Proficient with using tools required for this position. Physically agile and dexterous. Proficient organizational skills.</p>			
Approved By:		Date:	
Last Updated By:		Date/Time:	