

****This is a Seasonal Position****

Freight Order Processor I

POSITION PURPOSE

To efficiently pick, pack, scan and ship the orders as reflected on the stockroom order pick slips.

Requirements

- ❑ Must be able to pick product from the stockroom locations and place product in shipping boxes according to item, quantity and location information printed on the pick slips.
- ❑ Place product neatly and stacked in rows in the proper shipping container with the bar codes turned in the same direction for ease of scanning and for the customer to check in.
- ❑ Zone picks when applicable to maintain efficiency.
- ❑ Place enclosed orders on conveyor belt to be scanned if it is to be shipped via UPS or FedEx. Place completed orders on pallets and move pallets to a freight scanning station if the order is too large to ship UPS/FedEx.
- ❑ Finish filling orders that have been staged coming from the warehouse.
- ❑ Assemble cardboard shipping containers by method of stapling and/or taping.
- ❑ Must be able to scan Kmart, WalMart, UPS and FedEx orders and product using the PC based scanning program with handheld bar code scanner device to verify items and quantities are correct.
- ❑ Retrieve or communicate to order pickers for retrieval of any missing or mis-picked product.
- ❑ Place the shipping label in the correct location on the shipping container according to customer specifications. Place the container summary and/or packing slip either on the outside or inside of the shipping container depending on the customer specifications.
- ❑ Fill any empty space in shipping container with proper dunnage. Seal container properly for shipment using tape or tape machine, whichever is applicable.
- ❑ Must be able to operate the AMS station to manifest UPS/FedEx packages. Observe all safety and good housekeeping regulations of the department and/or the company. Department good housekeeping consists of putting finished goods in proper location on shelves, keeping floor clear of debris or trash, keeping aisles and walkways clear of obstructions, removing broken or unused pallets from work areas and properly storing all shipping supplies.
- ❑ Performs any and all tasks as assigned by department crew chief supervisor

Shift: Days

Drug Screen and Background Check will be required!