



JOB TITLE: Order Picker
LOCATION: Romeoville, IL

JOB PURPOSE:

Order Pickers perform general physical activities in the warehouse; loading, unloading, sorting, picking, and moving products while using material handling equipment – namely manual pallet jacks or electric pallet jacks. The Order Picker is responsible for filling customer orders and delivering them to the staging area in a manner that meets company standards for safety, security, and productivity, while following customer specific instructions. The Order Picker is responsible for the completeness and correctness of all orders filled.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Reads customer order or shipping order and/or receive verbal instructions to determine items to be picked.
- Reads and follows special instructions on order.
- Picks customer's product from pick front and places orders on pallets, or conveys orders to packing station or shipping department, verifying item, lot and quantity as she goes.
- Picks items using RF scanner in pick order sequence, picking oldest lot first.
- Stages and wraps finished pallet orders for shipment.
- Marks wrapped pallets with identifying information.
- Records case count per layer on pallets.
- Transports picked materials and/or filled orders to storage or to other designated areas (i.e., shipping area) using material handling equipment.
- Re-counts number of cases and/or layers to ensure conformance to company standards and customer specifications.
- Uses computer and/or tablets to enter records.
- Prepares parcels for mailing via UPS and/or FedEx.
- Maintains integrity of inventory records.
- Perform general housekeeping duties of picking area and warehouse generally.

EDUCATION AND/OR EXPERIENCE REQUIRED:

- Less than high school education.
- 1-3 months related experience and/or training in warehouse environment preferred.

QUALIFICATIONS:

- Ability to read and interpret documents such as safety rules, standard operating procedures, and policy manuals.
- Ability to read and comprehend simple instructions, short correspondence, and memos.
- Ability to add, subtract, multiply, and divide, using whole numbers, common fractions, and decimals.
- Ability to physically read product information located on case labels, and ability to count product cases on pick front pallets
- Attention to detail; can identify difference between product date lot codes/best buy dates.