

Order Fulfillment Specialist

If you're looking for a great opportunity with a great company this job is for you. Currently we are seeking a dynamic, career-oriented professional to join our team as an Order Fulfillment Specialist. We are in need of an energetic, enthusiastic, hands-on individual willing to grow with our company. Space is limited- apply today.

Job Description: The Order Fulfillment Specialist supports the company by providing exceptional service to the customer, conducts oneself as a team player while maximizing the quality and productivity standards related to order fulfillment department.

Responsibilities include but not limited to:

- Pulling items from proper locations and prepares orders for shipment. Loads and unloads materials onto or from pallets, racks and shelves by hand or fork lift.
- Check all incoming items against purchase orders and vendor packing slip. Verifies completeness of goods received against bills of lading, invoices and other records.
- Operates pallet jacks, dollies, and forklift to load or unload trucks.
- Performs cycle-counts of inventory as required.
- Interact with vendors, trucking lines, purchasing agents, customers and appropriate related company personnel to insure effective communications and dissemination of received goods as required.
- Familiar with the services of the organization and their associated functions including customers orders/quotes, customer calls, and installations.
- Perform other various duties as assigned by Order Fulfillment Manager.

Job Experience:

The qualified candidate will be proficient at multi-tasking, able to work in a fast paced environment and possess great organizational skills.

Essential Physical Requirements

- Must be able, without assistance, to repeatedly lift and carry up to 70 pounds
- Must be able to maintain a high level of frequency in other physical activities such as reaching, standing, walking, lifting, pushing, pulling, kneeling and crouching.

Environmental Factors

- The incumbent will be required to work both inside and outside in extremes of cold, heat and humidity, depending on the season and location.
- The incumbent will be exposed to modest amounts of dust, fumes, noise and vibrations.

Other Requirements

- Must be at least 18 years of age
- Must have High School Diploma or Equivalent
- Willingness to work overtime as needed
- 2+ Years Inventory Management/Warehouse experience

Preferred Experience

- Experience in MS Windows, MS Excel, MS Word, Email Software
- Familiarity with Native Plants would be a distinct advantage
- Associates Degree in Operations/Production Management or a related field.

Report to: Order Fulfillment Manager

Oversee: None

Salary: TBD on Experience