

Job Title: Order Fulfillment Specialist**Job Summary:**

The Order Fulfillment Specialist plays a crucial role in ensuring the efficient processing and timely delivery of customer orders. This position involves various tasks related to order management, inventory control, and shipping coordination.

Key Responsibilities:**1. Order Processing:**

- Receive and fulfill customer orders, ensuring accuracy and completeness.
- Pick and pull orders.
- Coordinate with production any issues.
- Organize and prepare orders for shipping & pickup.

2. Quality Assurance:

- Conduct quality checks on outgoing orders to ensure accuracy and completeness.
- Address any quality issues or damaged items promptly.

3. Process Improvement:

- Identify opportunities for process improvements and efficiency enhancements in order fulfillment procedures.
- Collaborate with cross-functional teams to implement improvements.

Qualifications:

- High school diploma or equivalent; college education or relevant certification is a plus.
- Strong attention to detail and organizational skills.
- Excellent communication and problem-solving abilities.
- Ability to work independently and as part of a team.
- Physical ability to lift and move packages, 50+Pounds
- Ability to operate warehouse equipment (forklift, pallet jack, etc.).

Work Environment:

- This position typically works in a warehouse setting.
- Involves lifting and moving of packages.
- Monday Thru Friday 8:00AM to 5:00PM
- May require working with various computer systems and software applications.

Pay Range: \$15.00 - \$18.00 Hour.