

OT Packer

Department: Warehouse

Organization: This position reports to the Shipping Supervisor. This position follows the directions of the OT Lead according to the orders being fulfilled.

Accountability: This position is responsible for executing the daily functions of the OT area in Shipping. Works to ensure all orders are correctly packed, wrapped, weighed and ready for the next day's delivery. Customer special instructions must be followed.

Responsibilities:

- Ensure all orders are pulled accurately in the most efficient manner.
- Ensure all orders are packed accurately and staged for shipment in the most efficient manner.
- Notify Supervisor of any supplies needed for Warehouse.
- Ensure all orders packed properly and appropriate serial numbers scanned.
- Communicates with all company personnel in accordance with job function
- Follow all instructions for orders and labeling requirements without error.
- Look for ways to streamline processes and conduct business in the most efficient and correct manor.
- Perform any other task assigned by Shipping Supervisor
- Maintain personal discipline

Qualifications: Education: High School graduate or equivalent (minimum)
Experience: LTL shipping experience preferred

Knowledge / Skills:

- Maintain license for both the picker and forklift
- Must be able to use proper techniques to lift 50 lbs.
- Must be detailed oriented.
- Able to read and count accurately, do simple math, and write legibly.
- Operate the scan gun in the RF-Smart environment
- Must have ability to follow directions.

LAST REVISED DATE: 9/9/2014
ISSUED BY: Kurt M Wood