POSITION TITLE: Fulfillment Associate

REPORTS TO: Distribution Superintendent / Assistant Shipping Supervisor

SUMMARY: Picking, packing, and stock handling.

ESSENTIAL FUNCTIONS OF THE JOB:

I. Picking and packing of orders.
II. Prepare orders for shipment.
III. Stock handling
   1. General knowledge of alphanumeric pick locations.
   2. Have general product knowledge.
   3. Make sets
   4. Operate shrink wrapper.
IV. Sort interoffice mail and deliver it to departments.
V. Operate forklifts and other powered equipment per level of certification.
VI. Maintain regular attendance at work and work overtime as required.
VII. Comply with Pacific Press employee handbook guidelines.
VIII. This job description is not intended to be all-inclusive; the Fulfillment Associate will also perform other reasonable related business duties assigned by the Distribution Superintendent and Assistant Shipping Supervisor.

EXPERIENCE: None needed

EDUCATION: A high school diploma is desirable with the ability to read, write and communicate in the English language and have mathematical skills

PHYSICAL REQUIREMENTS: Able to lift 40lbs on a regular basis, and occasionally up to 70lbs. Need to stand and walk for 9 ½ hours a day.

I acknowledge that I have received a copy of this job description and understand that it is my responsibility to read and understand it. If I have any questions about this job description or my job duties, I understand that I should ask my Supervisor or Vice President. I understand that Pacific Press reserves the right to revise or change job duties and responsibilities as the need arises. I represent that I am qualified to perform these job duties with or without reasonable accommodation. I understand that this job description may be used as a tool to evaluate the performance of my duties. I understand and agree that this job description does not create a contract of employment or change my “at-will” employment relationship with Pacific Press.

_______________________________________  ________________________________
Acknowledgement                              Date