

**PACIFIC PRESS® PUBLISHING ASSOCIATION
JOB DESCRIPTION**

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