

**PACIFIC PRESS® PUBLISHING ASSOCIATION
JOB DESCRIPTION**

POSITION TITLE: Fulfillment Associate

REPORTS TO: Distribution Superintendent / Assistant Shipping Supervisor

PAY GRADE: \$12.77 TO \$19.16

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.