

**PACIFIC PRESS® PUBLISHING ASSOCIATION**  
**JOB DESCRIPTION**

**POSITION TITLE:** Fulfillment Leader - Warehouse

**REPORTS TO:** Distribution Superintendent

**PAY RANGE:** \$13.78 TO \$20.67

**SUMMARY:** Responsible for the organization, movement and entry, computer recording of warehouse

**ESSENTIAL FUNCTIONS OF THE JOB:**

- I. Warehouse Functions:
  - 1. Know product location to put stock away.
  - 2. Have product knowledge.
  - 3. Operate shrink wrapper.
  - 4. Make and package sets.
  - 5. Operate auto-boxer.
  - 6. Operate forklift safely.
- II. Receive, put away product, record in computer finished goods inventory.
- III. Track products in the warehouse.
- IV. Monitor reports to verify inventory accuracy.
- V. Maintain regular attendance at work and work overtime as required.
- VI. Comply with Pacific Press employee handbook guidelines.
- VII. This job description is not intended to be all-inclusive; the Fulfillment Leader - Warehouse will also perform other reasonable related business duties assigned by the Distribution Superintendent.

**EXPERIENCE:** Clerical and computer experience. Experience handling phone inquiries. Knowledge of database operations is helpful.

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

**PHYSICAL REQUIREMENTS:** Able to lift up to 40lbs. on a regular basis, and occasionally up to 70lbs. Be able to stand for 2 to 3 hours at a time.