

Title: Material Handler

Reports To: Warehouse Supervisor

Department: Fulfillment

Classification: PART TIME / Non-Exempt

Position Summary:

The Material Handler is responsible for picking, packing, shipping, and the preparation of daily orders.

Responsibilities:

(These responsibilities must be able to be performed with or without reasonable accommodations.)

- Use pick/pack method to pick individual and/or group orders.
- Ensure order(s) are complete before sending to next station via conveyor system.
- Use Warehouse Management System (WMS) to view orders and pick appropriate items.
- Produce packing slips and proper shipping labels for outgoing shipments.
- Prepare packages for shipping and send to shipping department.
- Differentiate between several different shipping methods and properly sort packages for various carriers.
- Construct various packaging containers.
- Prepare introductory enrollment kits as well as promotion items.
- Keep work area clean and organized at all times.
- Moved from project to project multiple times throughout day.
- Other duties as assigned.

Minimum Job Requirements:

- High School Diploma or GED preferred.
- 1 – 2 years of working experience in a warehouse environment preferred.
- Basic Microsoft Office Skills preferred.
- Experience using Warehouse Manager System (WMS) a plus.
- Experience working in shipping and receiving a plus.
- Must be able to adapt to change quickly.
- Must be able to change work schedule with short notice.

While performing the duties of this job, the employee is regularly required to use hands to finger, handle, feel or operate objects, tools or controls, and reach with hands and arms. The employee is required to stand, walk, talk and hear throughout the entire shift, which could be anywhere from 8-10 hours at a time. The employee will frequently ascend/descend stairs to access picking station. The employee is occasionally required to climb, balance, stoop, kneel, crouch and crawl. The employee must regularly lift and/or move objects up to 50 pounds, and occasionally lift and/or move objects that weigh more than 75 pounds. Specific vision abilities required by this job include close vision, distance vision, peripheral vision, depth perception and ability to adjust focus.

This position description is not intended to be and should not be construed as an all-inclusive list of responsibilities, skills or working conditions associated with this position. While this description is intended to accurately reflect the position's activities and requirements, management reserves the right to modify, add or remove duties as necessary.

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