



Title: Fulfillment / Packing Associate

Department: E-commerce Shipping

Reports to: Fulfillment Manager

Classification: Permanent Full to Part Time

Location: Lititz

DESCRIPTION:

Order packers will work with other team members to prepare items and box them for shipment. The will be expected to use packing techniques that allow orders to ship quickly and effectively, making sure that all items are packed and protected from potential damage. Will also be responsible for keeping shipping areas clean, neat, organized and well stocked.

DUTIES AND RESPONSIBILITIES:

- Ensure good communication with co-workers and management.
- Ability to establish and maintain effective working relationships with co-workers and management.
- Must be organized, detail oriented and hardworking.
- Ability to evaluate and determine the most efficient packing technique to ensure orders will ship without damage.
- Ability to execute proper packing techniques so that packages will ship quickly, cost effectively and safely to its destination.
- Willingness to keep shipping areas clean by sweeping up, throwing away trash and organizing at the end of each shift.
- Ability to keep packing stations stocked with necessary items to efficiently perform packing tasks throughout the day.
- Must have the ability and willingness to work at a fast pace, consistently producing high quality work and results.
- Must be adaptable to changing priorities and varied responsibilities.
- It is mandatory that all employees obey safety rules and to exercise caution in all their activities.

TIME REQUIREMENTS:

- This is a year round, full to part time position with varied time requirement depending on the season.
- Some Saturday work is necessary.

PHYSICAL REQUIREMENTS:

- Must be able to lift heavy objects. (Up to 40 pounds).
- Must be able to work on your feet for long periods. (8 to 10 hours).
- Must be able to work in the following environments; dust, heat, coolness and high humidity.