
ICO RALLY Quality PLUS

ORDER FULFILLMENT

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POSITION OBJECTIVE:

Accurate and timely preparation, production, assembly, order filling, and packaging of material, under direction, following application process and procedure. Pull material from inventory, prepare, produce, assemble, order fill, and package, as necessary, following the Manufacturing Order, Pick List, and/or Package Specifications. Other responsibilities are general warehouse work.

POSITION RESPONSIBILITIES include, but are not limited to:

1. Accurately pull material from inventory.
2. Prepare, produce, assemble, order fill, and package material, as required.
3. Maintain accuracy to the Manufacturing Order, Pick List, and/or Package Specifications.
4. Ensure finished product is properly identified.
5. Accurately return leftover and finished material to proper locations.
6. Maintain inventory cycle counts, as required.
7. Ensure material discrepancies are noted and communicated immediately.
8. Learn, understand, and perform all aspects of care, operation, and use of machinery, equipment, and measuring devices, including minor routine maintenance.
9. Keep Supervisor apprised of all issues and problems.
10. Learn, understand, and follow established processes and procedures.
11. Appraise and recommend improvements in processes and procedures.
12. Maintain a safe work environment, which adheres to OSHA standards to avoid any OSHA violations or Workman's Compensation claims.
13. Keep area neat and organized.
14. Other projects and responsibilities, as determined, by the Supervisor.

POSITION REQUIREMENTS:

High School education or equivalent. One year in order fulfillment, warehouse, or equivalent position preferred. Good team, motivation, communication, and organization skills. Self-motivated. Detail oriented. Able to lift 25 - 50 lbs.