



## **Order Puller/ Order Picker -Job Description**

**Job Summary:** The order Puller/ Order Picker will utilize order pick lists to locate materials for orders and bring them to a designated area for customer pick up, delivery or shipping. This person must follow all established procedures. This position requires lifting, using various pieces of warehouse equipment, understanding written instructions, ability to count and clearly communicate with others professionally.

### **Responsibilities and Requirements**

- \* Utilize order pick lists to locate and pull material for orders
- \* Scan EVERY item to avoid errors.
- \* All materials are to be pulled accurately, pullers are held accountable for accuracy
- \* Inspect all pulled materials for quality.
- \* Materials should be properly labeled and in good condition
- \* Report damages or shortages to the proper departments
- \* Ensure all orders are picked in a timely manner
- \* Bring pulled materials to designated areas as instructed on the pick lists.
- \* Neatly and properly stage materials to avoid shipping errors
- \* Properly and safely use warehouse equipment that you are authorized to use to complete tasks. (cherry pickers, pallet jacks, ladders, dollies, etc...)
- \* Always Maintain a clean warehouse. Every puller has an assigned aisle that must be kept clean and organized at all times.
- \* Maintain all warehouse equipment in good working order. Report any issues to a Supervisor or Manager immediately.
- \* Any other tasks or assignments that may be assigned by supervisor or manager (Temporary or permanently)

### **Requirements and Qualifications are but not limited to:**

- \* Minimum 1 year experience (3 years preferred)
- \* Ability to lift up to 75 lbs
- \* Ability to squat, sit, stand, walk, reach daily and as needed to perform all job functions
- \* Must be able to work in a fast paced environment
- \* Must be able to work in a team as well as independently
- \* Basic PC knowledge
- \* Perform different job functions within the organizations warehouse department
- \* Must be able to follow procedures, best practices and report unsafe and unprofessional behavior
- \* High School Diploma or Equivalent

Nora Lighting is an equal opportunity employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, age, sex (including pregnancy), sexual orientation, gender identity, national origin, genetic information, creed, citizenship, disability, and protected veteran or marital status.

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