



Order Fulfillment

Employer

Western Industries Plastic Products LLC
22829 Smyer Rd,
Winfield, KS 67156
620-221-9464

Job Description


Order Fulfillment Associates report to the Order Fulfillment Lead. Working as a team the department completes custom orders by preparing, packing and labeling product according to order specifications.

Responsibilities

- Pick raw part stock per customer orders.
- Cut raw part stock to custom length using band saw.
- Trimming and smooth part edges and seams, using knives and scraper.
- Applying reflective tape, at the pace required to meet departmental goals.
- Complete visual quality check of parts prior to packaging.
- Package parts, in a manner to prevent damage and meets customer order specifications.
- Verifying the packaging meets the customer order specifications, internal quality requirements and all shipping labels are correct.
- Ability to be forklift certified.
- Work as a team to meet departmental order processing goals.
- Maintain a safe work environment, by following all safety policies.
- Wear Personal Protective Equipment as required by tasks.
- Willingness to be cross-trained for all departmental tasks.
- Maintain a clean and organized work environment.
- Other duties as assigned.

Qualifications

- Six (6) months pack-out experience, preferred.
- Forklift experience, preferred.
- Knowledge of order processing, preferred.
- Knowledge of shipping processes, preferred.
- Must be able to work as a team to meet departmental goals.
- Must be able to work independently, with little or no directions.
- Ability to read, write and speak English.



Requirements

- Job requires extensive use of hands and arms.
- Ability to kneel, bend, reach, twist side to side, push and pull.
- Physically able to safely operate a forklift.
- Ability to stand and walk for 8 to 10 hours.
- Ability to lift up to 50 pounds.
- Work in a warehouse, non-climate controlled environment, reaching temperatures of 120 degrees.
- Be able to work in moderate noise levels and wear ear protection

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