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# Example of Order Puller Job Description

Our growing company is looking to fill the role of order puller. Thank you in advance for taking a look at the list of responsibilities and qualifications. We look forward to reviewing your resume.

## Responsibilities for order puller

* Enters and retrieves specified data on UPS computer terminal
* Weighs and verifies box code against sales order
* Prepares and attaches labels and records data in UPS book
* Uses fork lift to complete work assignment
* Performs other jobs as assigned by Supervisor and as per DOI's
* Performs all work in a safe manner in accordance with the safety policy
* Drive a forklift to move product from one place to another
* Check and verify all quantities, tags or product markings to ensure inventory records are maintained properly against related documents (BOM’s, Schedules, Packing Slips and Manifests, and/or Picking tickets)
* When putting product away - Sort, stack pallet and stretch wrap (if necessary) for safe storage in established warehouse locations using forklift or pallet jack
* Maintain area (docks, warehouse aisles, bays, etc) per 5-S guidelines, prepare pallets & wire carriers for return to vendor

## Qualifications for order puller

* Ability to inspect and count product
* Flexible to warehouse demands
* Forklift Operating experience is preferred but not required
* 1-2 previous years of warehouse/order picking experience
* Ensure that a quality check is performed on all order papers
* Address any misprints, false quantities and closed carton orders