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# Example of Order Puller Job Description

Our innovative and growing company is looking for an order puller. We appreciate you taking the time to review the list of qualifications and to apply for the position. If you don’t fill all of the qualifications, you may still be considered depending on your level of experience.

## Responsibilities for order puller

* Stretch wrap, mark pallets and stage sales orders for pick up
* Receive drivers, review paperwork and using a forklift, load sales orders, shipments per daily delivery schedule onto trucks
* Prepare small package items for shipment using FED EX / UPS small package software
* And other duties as assigned by the supervisor
* Forklift certification – especially Stand-up forklifts
* Minimum 6 months to 1 year of experience in this or a related field to reach expected performance levels
* For Shipping and Receiving, must have 1-3 years of experience
* Ability to perform tasks in an efficient, productive manner using forklift, stretch wrap machine, computers, various hand tools calculator and copiers
* Detail oriented with attention to quality and accuracy
* Highly organized and self –motivated individual who can work safely and independently

## Qualifications for order puller

* Flexibility to work overtime if necessary (this includes Saturdays) - during season, inventory prep, inventory and if special project dictate
* Ensure that any product not up to the quality mark are reported to the floor supervisor
* Place destination information on packed items such as name, address and lot numbers
* Ensure that all places on the box form are filled out accurately
* Pull off any old or not needed stickers from boxes and make sure that they are discarded properly
* Ensure that boxed items are loaded on to trucks or delivery vans in a neat and safe manner