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# Example of Order Selector Job Description

Our growing company is looking for an order selector. Please review the list of responsibilities and qualifications. While this is our ideal list, we will consider candidates that do not necessarily have all of the qualifications, but have sufficient experience and talent.

## Responsibilities for order selector

* Pay close attention to detail while performing job duties including but not limited to reading labels, selection, transfers, palletizing
* Through the use of an RF handheld device updates are transmitted to the WMS to complete pick lists
* Maintaining a clean and safe work environment while on duty as specified in SOP and preferred work method training
* Using Crown Cherry Picker to select orders in warehouse
* Tracking orders using RF scanners
* Expected to hit quota for orders picker
* Select the needed pieces of merchandise and place them into a tote or box
* Move totes or boxes of merchandise (up to 30-50 pounds regularly) utilizing safe lifting techniques
* Maintain a high level of accuracy for merchandise selected
* Work efficiently and effectively on pick lines with 10 or more other employees

## Qualifications for order selector

* Previous experience in a warehouse environment preferred
* The associate is frequently required to stand, walk, and climb
* Able to lift 20 pounds frequently throughout the shift
* Must have 1 year of recent experience operating an electric pallet jack
* Must have solid work experience (longevity in previous employment)
* Ability to work in various temperatures for periods of up to12 hours per day