



# Example of Order Picker Job Description

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Our innovative and growing company is searching for experienced candidates for the position of order picker. 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 picker

- Maintain accurate inventory and pick information
- Order picking with walkie rider
- Order picking in dry warehouse, freezer and cooler
- Will assist in occasionally in preparing orders for shipping
- Organize stock and maintain inventory, occasionally with a use of a step ladder
- Manages pick ticket orders
- Pulls warehouse items from the shelves based on number, size, color, quantity, and quality requirements
- Ensures that orders are accurate
- Stages items correctly for delivery
- Oversees stock replenishment

## Qualifications for order picker

- Performed general cleaning duties
- Assemble various types of merchandise to be shipped
- Load and unload product on and off
- Candidate must be able to work in a team environment and/or independently
- Strict attention to detail and accuracy needed
- Ability to received verbal instructions using headphones