



Example of Order Job Description

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Our company is hiring for an order. 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

- Assist in cycle counts and conduct necessary inventories on daily, weekly and/or monthly basis
- Regularly spot check store room parts list
- Clean store room daily
- Remove obsolete inventory and label shelves for new parts (bar code)
- Ship broken parts
- Deliver supplies
- Pick up parts as needed – must be authorized to drive company truck
- Escort vendors while in the facility
- Track and record incoming/outgoing shipments
- Receive, unpack and track merchandise

Qualifications for order

- Must be able to stand, bend, reach and lift during entire shift
- This is a 24x7 environment so you will have to have the ability to work some HOLIDAYS and WEEKENDS
- Lift up to 50 lbs repeatedly throughout the day
- Must be willing to submit to background check and drug screening
- Forklift experience, stand-up forklift experience a plus
- An Associate's Degree or equivalent is preferred