

## **PICKERS & PACKERS**

1. Pickers & Packers will be responsible for accurately selecting and packing merchandise for shipment, ensuring that all orders are fulfilled correctly.
2. The ideal candidate will have a strong work ethic, excellent organizational skills, and the ability to work well in a fast-paced environment.
3. Accurately pick merchandise from shelves based on order tickets or electronic pick lists.
4. Ensure correct items and quantities are selected.
5. Pack selected items into boxes or containers, ensuring they are properly protected and labeled.
6. Verify that all items in the order are included and correct
7. Inspect items for defects or damage before packing.
8. Ensure that all orders meet company quality standards.
9. Assist in maintaining accurate inventory counts by reporting discrepancies or shortages to the supervisor.
10. Prepare packages for shipment by weighing, labeling, and sealing boxes.
11. Ensure all shipping documents are completed accurately.
12. Follow all safety guidelines and procedures to maintain a safe working environment.
13. Report any safety hazards or concerns to management.
14. Assist with general warehouse tasks as needed, including restocking shelves and maintaining inventory accuracy.
15. Address any order-related queries or issues from customers or internal departments in a professional manner.
16. Collaborate with the customer service team to resolve discrepancies or issues with orders.