

Order Picker Job Description

Duties and Responsibilities:

- Fill and complete customer orders in containers and shipping boxes
- Perform quality checks to identify and replace damaged materials
- Label or mark containers with identifying information such as client name and address
- Shrink wrap products and material orders prior to loading on trucks
- Operate RF scanners in order to accurately fill orders and effectively manage inventory
- Monitor inventory levels to determine need for stock replacement
- Fill customer order according to size, color, quantity, and quality specifications
- Maintain order picking equipment and facilitate repairs in case of a damage
- Adhere to health and safety policies when performing picking assignments
- Carry out loading and unloading of material orders and shipment
- Pull inventory from racks either manually or using automated equipment and hand-held devices
- Complete orders and place filled boxes on conveyor belts for sealing and labeling
- Weigh individual packages prior to delivery to ensure they meet weight specifications
- Prepare prepaid labels and arrange payment for third-party shipping company
- Maintain proper record of shipped packages using computer programs.

Order Picker Requirements – Skills, Knowledge, and Abilities

- Education and Training: The order picker job does not have specific educational requirements. With at least a high school diploma, you can secure an order picker job. Employers usually provide on-the-job

training, but experience using forklifts and pallet jacks increases chances of getting the job

- Physical Strength: Order pickers are able to lift and move heavy boxes/containers during loading
- Stamina: They are able to withstand long hours of rigorous work while standing or moving
- Attention to details: They are adept at filling customers' orders according to given specifications. They ensure selected materials are of specified type, quantity, and quality.