

AQUASCAPE, INC.

Job Description



Job Title:	Internet Order Fulfillment Processor		
Department:		Reports to:	
Type of position:	Hourly Wage	FLSA Status:	Non-exempt

Small Parcel Package Processor works in the warehouse and is responsible for picking, packing and shipping small parcel shipments; as well as recording shipments into the computer.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Assist in processing orders
 - Pack internet vendor orders
 - Label boxes per vendor specifications
 - Verifies shipment information is accurate
 - Records shipment information into computer
 - Prints shipping labels on package
 - Scan parcels
 - Stages packages for pick up by FedEx and UPS
 - Ensures that orders are processed according to vendor specifications
 - Data entry
 - Upload excel spreadsheets to vendor
- Safety and sanitation duties
 - Maintain a clean, neat and orderly work area
 - Assist in maintaining the security of the warehouse
 - Adhere to all safety rules, procedures, and regulations, and OSHA and MSDS standards

ADDITIONAL DUTIES AND RESPONSIBILITIES

- Assist warehouse staff in order processing and picking
 - Deliver orders to be picked by warehouse staff
 - Provide backup assistance in warehouse as needed
- Participate in company events, including but not limited to Pondemonium, Water Garden Weekend and Fall Festival
- Perform other duties as assigned

REQUIRED EDUCATION/EXPERIENCE/PROFICIENCIES

- 18-years or older
- 3-6 months in a similar position
- Proficient in basic excel
- Previous experience utilizing FedEx and UPS shipping software
- Attention to detail
- Fluent in English/Ability to communicate with coworkers and office staff
- Ability to work weekends when necessary
- Physical activity requiring bending, reaching, pushing, pulling, walking and standing throughout the day
- Ability to lift up to 60 pounds
- Ability to stand/walk for an 8-hour shift
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PREFERRED EDUCATION EXPERIENCE

- High school graduate
- Availability to work overtime if needed

Job Description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the position. All offers will be contingent upon the successful completion of a drug and background test.