

**ChoiceSpine
Job Description**

Job Title: Order Fulfillment Clerk
Department: Logistics
Location: Knoxville
Reports To: Logistics Manager
FLSA Status: Non-Exempt
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Prepared Date: 9/14/2018
Approved By: David Davis
Approved Date: 9/14/2018

SUMMARY

Under routine supervision, the Order Fulfillment Clerk performs activities involving the replenishment, inventory control, picking, packing and sometimes shipping of our medical devices.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Receives pick list from Customer Service, pulls, transfers in our ERP system, prints associated paperwork that flows with product.
- Notifies Customer Service of any out of stock items.
- Puts stock away in the correct bin or properly mark as overflow or discrepancy.
- Assists in performing cycle counts and resolving discrepancies in the finished goods area and participates in companywide inventories when required.
- Ensures the warehouse and packaging work area is accessible and safe at all times.
- The responsibilities listed are a general overview of the position and additional duties may be assigned.
- Assists other Logistics personnel as needed.
- Shift hours are 10:30 to 7:00 EST.

SUPERVISORY RESPONSIBILITIES

Not Applicable

QUALIFICATIONS

The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Good communication skills, both verbal and written
- Strong organization skills and attention to detail and accuracy
- Basic computer skills required (Word, Excel, Outlook)
- Must have excellent problem solving skills
- Working knowledge of SAP software or ability to learn

EDUCATION and/or EXPERIENCE

High school diploma or equivalent, and 6 months' experience in warehouse environment preferred.

CERTIFICATES, LICENSES, REGISTRATIONS

Valid TN driver's license required

EXEMPTION

Non-Exempt

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is regularly required to sit and talk or hear. The employee is occasionally required to stand; walk; use hands to finger, handle, or feel; and reach with hands and arms. The employee must occasionally lift and/or move up to 75 pounds.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Working environment is typical of an office, manufacturing, and laboratory environment. Working in this environment may require the use of safety equipment to include but not limited to; eye safety glasses, hearing protectors, and work boots.