

VENDORS EXCHANGE International, Inc.	<hr/> <i>Job Description</i> <hr/>
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Title: Parts Puller/Packer

Reports To: Warehouse Supervisor

Job Purpose: Pull parts for orders and mechanics, pack boxes, assemble kits, and return products to inventory.

Essential Duties and Responsibilities include the following.

Packer:

- Lines and pads crates, prepares skids, and assembles cartons.
- Obtains and sorts product per sales order specification. Wraps protective material around product to assure product is accepted at destination un-damaged.
- Inspects materials product and containers at each step of the packing process. Weighs, labels, and seals shipping container. Completes required paperwork accurately and completely.

Parts Puller/Counter person:

- Able to use the computer to look up parts.
- Capable of successfully completing lift truck training class and successfully passing the written and driving components of the examination.
- Following the specific customer order, pull the parts accurately and quickly
- Give pulled parts to the person who will verify accuracy in quantity and that the order is complete will all parts as ordered
- As mechanics require parts to be pulled, promptly filling the counter order and updating the computer system with the part(s) pulled and which mechanic

Kit assembly

- Assembles kits per company specifications, packages these kits according to company and customer requests.
- As necessary, accurately locates and identifies the part ordered on the order sheet and pulls the order.
- Documents materials pulled.
- Notifies a supervisor of low inventory or if parts are missing/mislabeled from inventory.

Qualifications:

- This position requires a person who can stand for prolonged periods of time, climb, bend, stoop and reach.
- Must have good manual dexterity, motor coordination and the ability to lift up to 25 pounds.
- Basic math skills and ability to read English and follow directions.