

## **Work Order Puller**

The Work Order Puller is responsible for filling warehouse orders and delivering them to the department in a manner that meets company standards for safety, security, and productivity. The puller is responsible for the completeness and correctness of all order filled.

### **List of Key Responsibilities:**

- Pull orders according to specifications of work order and recheck them to ensure accuracy – in specific to orders involving revision door kits
- Check merchandise in the storage area by verifying lot and item number
- Sense of urgency over immediate customer orders
- Accurately identify and pull item number/quantity
- Maintain clean/organized stock
- Report when items are low in number
- Determine that pulled part is intact and has no defects
- After verifying correct item/quantity place order in shipping department

### **Skills, Knowledge and Attitude for Job:**

- Using a variety of packing procedures and techniques
- Able to lift 40lbs.
- Great attention to detail
- Able to work efficiently in a fast-paced environment
- Accurately count as needed