Line Hardware

ORDER FULFILLMENT ASSOCIATE

Job Overview:

As an Order Fulfillment Associate, you will be tasked with picking and filling orders for shipment. This position requires exceptional attention to detail ensuring the correct product is packed, labeled and shipped. Forklift experience is preferred.

Responsibilities:

- Pick inventory for order fulfillment
- Ensure correct product is packed according to order details
- Pack material securely and within standards on pallets/skids
- Complete required paperwork
- Breakdown empty pallets/crates
- Keep work area clean and organized
- Ensure compliance with company policies and procedures

Benefits:

- 100% paid medical, dental and vision insurance for employee, 50% family
- 10 days PTO
- 6% 401(k) matching program
- Paid holidays, including your birthday
- Family-Owned Company
- Quarterly Employee events

Qualifications:

- Impeccable attention to detail
- Ability to lift up to 60 pounds
- Forklift experience and/or certification preferred
- Strong work ethic
- Team player mentality
- Excellent verbal and written communication skills
- Strong critical and analytical thinking abilities
- Exceptional time management and problem-solving skills
- Send resume to jen@linehardware.com