



JOB POSTING

POSITION: Order Picker
STATUS: Full-Time
LOCATION: Kohl & Frisch Limited (Moncton, NB)
REPORTS TO: Shift Supervisor
DEPARTMENT: Supply Chain

Primary Role of This Position

The Order Picker is responsible for moving product and completing orders.

The Order Picker shall ensure operations are compliant with applicable GMP standards as defined by GUI-0001 “Good Manufacturing Practices” and GUI-0069 “Guidelines for Temperature Control of Drug Products during Storage and Transportation”.

Major Responsibilities

Depending on where the Order Picker works in the warehouse, he/she may have different responsibilities:

- + **Production:** The Order Picker is trained on the pick system used in his/her area(s) and picks and packs orders according to prescribed procedures
- + **Stock Duty:** The Order Picker moves the correct product and quantity from receiving or overstock to the pick location following label instructions
- + **Shipping:** The Order Picker palletizes parcels by store; sorts, counts, wraps and labels outgoing freight. The Order Picker also moves, stages and loads freight using a pallet jack or other equipment.
- + **Returns:** The Order Picker processes returns according to prescribed procedures, ensuring saleable returned stock meets established Quality Assurance guidelines, and accurately enters customer returns into the computer system
- + **Cleaning:** The Order Picker operates the baler and/or scrubber according to prescribed procedures and applicable health and safety regulations. The Order Picker collects cardboard from throughout the warehouse, empties and returns collection bins and prepares cardboard bales for pick up.
- + Other duties as required

In all cases, the Order Picker:

- + Maintains a clean and tidy work area
- + Performs all duties in a safe and efficient manner and in accordance with company health and safety standards

Qualifications

- + Must be able to lift and move boxes weighing up to 50 lbs
- + Must be able to stand for minimum of 8 hours
- + Excellent attention to detail and basic math skills
- + Previous experience an asset
- + Team player

How to Apply

If you are interested in applying, please submit a cover letter and a résumé no later than **December 3, 2019**, to: kbryenton@kohlandfrisch.com.

Please ensure you specify the job title, **Order Picker**, in the subject line of your email.

Kohl & Frisch would like to thank all applicants for their interest. Only those candidates who are selected for an interview will be contacted.