

<b>Position Title:</b>	Order Picker	<b>Name:</b>	
<b>Reports to:</b>		<b>Location:</b>	
<b>Start Date:</b>		<b>Department:</b>	
<b>Primary Purpose of Position:</b>			
The Order Picker will be responsible for the selection, sorting and packing of items from storage in response to customer requests. <i>(OPTIONAL)</i> Involves the use of a forklift or order picking machine.			

### Key Responsibilities & Duties:

#### Major Responsibilities include but are not limited to:

##### 1. Major Accountabilities

###### *(Generic Responsibilities)*

- Pick orders in the warehouse on behalf of the organisation
- Assemble orders as per picking sheet or as instructed by the Warehouse Manager
- Complete order and delivery dockets as required
- Administer order and delivery paperwork as directed
- Follow all safe work instructions and assist with loading and unloading when required
- Check all loads are secure and meet the OHS requirements in relation to loads
- Unload goods and place in racking as required following all safe work instructions
- Maintain standards of housekeeping in warehouse ensuring work area is clean and tidy and without trip or other hazards
- Report any customer complaints to the Warehouse Manager

###### *(OHS Responsibilities)*

- Know and understand the company's Site Safety Management Plan
- Ensure all activities are conducted in accordance with all OHS requirements
- Follow Safe Work Instructions at all times
- Follows the company's policies and procedures

##### 2. General:

- Meet attendance requirements
- Work without constant supervision
- Be effective in meeting deadlines
- Produce accurate and quality work
- Achieve improved business performance
- Meet all requires of employment contract
- Implement company policies as required

##### 3. Working Relationships

###### **Internally** this position works with:

- Factory Supervisor
- Factory team members

###### **Externally** key working relationships are with:

- External clients
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<b>Key Competencies</b>
<ul style="list-style-type: none"> <li>• Forklift licence and relevant experience</li> <li>• Effective communication skills</li> <li>• Attention to detail</li> <li>• Ability to plan and prioritise workload</li> <li>• Excellent organisation skills</li> <li>• Ability to work as part of a team</li> </ul>

<b>Agreement</b>
<p>I have read this Position Description and confirm that:</p> <ul style="list-style-type: none"> <li>• I fully understand the content and agree that it forms the basis of my employment at UBT</li> <li>• I understand that the company may change the Position Description from time to time to suit the needs of the business</li> </ul> <p>Signed Employee.....Date:.....</p> <p>Signed Manager:.....Date:.....</p> <p>...</p>