

**Position Title:** Fulfillment Associate  
**Classification:** Non-Exempt  
**Department:** Operations  
**Reports To:** Operations Manager



FULFILLMENT | KITTING | ASSEMBLY

### **KSP Fulfillment**

KSP Fulfillment is a culture-driven organization which places a high level of trust in our employees. Our operational processes are formed around our core values of integrity, respect, team empowerment, collaboration, continuous improvement, and quality. Each KSP employee is focused on achieving our company vision and *Doing the Right Things* for our customers.

### **Position Summary**

Responsible for performing pick/pack of customer fulfillment orders and kitting/display assembly.

### **Essential Functions**

- Adhere to the Core Values of KSP Fulfillment
- Responsible for understanding all processes in operations to ensure quality services
- Ensure all work is performed follows required Quality Control (QC) processes
- Ensure ISO 9001:2008 compliant quality is achieved
- Ensure the pick/pack accuracy
- Verify product inventory and warehouse location when picking orders
- Maintain a clean, organized and safe work area; comply with all safety and quality policies
- Safe and efficient operation of all Material Handling Equipment
- Assist other team members to ensure on-time delivery of customer orders
- Regular and punctual attendance
- Respectful and non-threatening treatment of others
- All other duties as assigned

### **Position Requirements**

- High School Diploma or its equivalent preferred
- 2-years of warehouse experience preferred
- Ability to read and understand written and verbal instructions
- Computer skills, including intermediate level MS Excel
- Excellent math, reading, communication, and problem-solving skills
- Detail oriented
- Ability to work independently and/or in a team environment
- Forklift certification or ability to become forklift certified (Forklift, Order Picker, Reach, Rider)
- Ability to lift/move up to 40 pounds solo and greater weights in a team lift environment
- Physical requirements include lifting, carrying, bending, stretching, walking, and standing for long periods of time