

Order Puller

Job Overview:

The Order Puller is responsible for pulling customer orders, preparing the product for shipment, and ensuring accuracy and timeliness of all job functions. Teamwork and communication are critical to success in all departments. Employees are not required to be proficient in all aspects of the job upon hire or promotion. On-the-job training is part of the on-boarding process for all duties which will be performed.

This is an on-site hourly position and requires a daily presence at our Cle Elum, WA facility. The work schedule is as follows: 7:00 a.m. to 3:30 p.m., Monday through Friday.

Sign-On Bonus: \$500 (1/2 after 30 days, 1/2 after 90 days)

Key Responsibilities:

- Replenishes inventory from overstock when requested.
- Puts away packaged goods in the appropriate locations throughout the warehouse.
- Prepares orders by processing requests and supply orders; pulling materials; packing boxes; placing orders in delivery area.
- Safely operate pallet wrapper and prepare pallets for shipment.
- Process pallets for shipment through database and carrier platforms.
- Maintains quality service by following organization standards.
- Maintains safe and clean work environment by keeping shelves, pallet area, and workstations neat; maintaining clean shipping supply area; complying with procedures, rules, and regulations.
- Completes reports by entering required information.
- Operate a forklift and pallet jack as needed.
- Perform other related duties as directed.

Preferred Requirements:

- Previous warehouse experience is preferred.
- Previous experience in machinery and/or manufacturing is preferred.

Skills/Competencies:

- Solid work history that demonstrates reliability and ability to thrive in a team environment.
- Adaptable and easily adjusts to changing work conditions with a positive attitude.
- Attention to detail and commitment to following standardized work to maintain the highest level of quality standards
- Being on time and ready to work is an essential function of employment.

Work Environment

While performing the duties of this job, the employee is regularly exposed to a warehouse environment and is required to wear the appropriate PPE (i.e., hearing protection, eye protection, gloves, etc.). While performing the duties of this job, the employee is regularly required to sit, stand, walk, and talk or hear. The employee is occasionally required to use hands and fingers to type or dial, climb, or balance, stoop, kneel, crouch or crawl, and reach with hands and arms.

The employee must be able to push, pull, and lift to 50 pounds properly to prevent injury to yourself and others without damaging material/product. This position requires computer use. Specific vision abilities required by this job include close vision, color vision, distance vision, depth perception, and ability to adjust focus.

Compensation:

Shoemaker Manufacturing has an effective process for assessing market data and establishing ranges to ensure we remain competitive. You are paid within the salary range based on your experience and market position.

The range for this hourly position is: **\$18.90 - \$23.62**

Employees may be eligible for pay incentives based on overall corporate and individual performance or at the discretion of the CSWI Board of Directors.

Benefits:

At Shoemaker, our employees enjoy the following benefits to support their physical, financial, and emotional wellness. These benefits include comprehensive medical, dental and vision plans, 401(k), ESOP, life insurance, paid time off program with paid holidays, and various wellness programs.

About RectorSeal

RectorSeal, LLC, a wholly owned subsidiary of CSW Industrials, Inc. [NASDAQ: CSWI], is a leading provider of quality solutions for the professional trades serving heating, ventilation, and air conditioning (HVAC/R), plumbing, electrical, and construction markets. For more information about RectorSeal's innovative products and brands that increase efficiency and improve reliability, please visit www.RectorSeal.com

RectorSeal is an Equal Opportunity Employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, gender identity, national origin, disability, or status as a protected veteran.