

**Position Profile:**

The purpose of the Sr. Fulfillment Tech is to effectively complete the base Fulfillment Tech work responsibilities, along with the assigned specialty responsibilities, within the timeline and quality expectations.

**Fulfillment Work Responsibilities:** Responsible for pulling orders accurately for prompt shipment to meet shipping deadlines and expected metrics. The role provides support in all areas of fulfillment and prep for fulfillment, as assigned by the supervisor.

**Senior level Fulfillment Specialty assignment:** The Sr. level role is expected to provide leadership on the distribution floor, ensuring accuracy, timeliness, quality, and safety standards are being met in one of the following specialty areas.

**Outbound Shipping Specialty – LTL brokerage, international shipping, Direct account and large wholesale account vendor routing compliance, UPS air freight, FedEx assignment:**

- Processes various shipments of small parcel both domestic and International based on specific routing requirements.
- Ensure pallets are prepped and secured for loading. Verify weights, counts and labeling for accuracy.
- Coordinate with Manufacturing and Sales Operations personnel on deadlines, product shortages and any other customer-related information that will affect timely customer delivery.
- Ensures routing guide labeling, pallet, and shipping compliance.
- Work within CurioShip to track demand and serve as back-up for customer invoicing.
- Produce Bills of Lading, packing slips and other necessary shipping documents.
- Schedules transportation with carriers to pick up product for customer or intra-company delivery.
- Operates a forklift and pallet jack to properly receive, record receipt and place goods into loading areas:
- Responsible for maintaining organization of shipping area. Responsible for maximizing space utilization and facilitating efficient order fulfillment requests.
- Assist in unloading the dock as needed.
- Notify supervisor of supply shortages or equipment issues.
- Follows all company safety guidelines, keep shipping area, floors, shelves, racking clean and free of obstruction.

**General Responsibilities:**

- Supports CURiO Cornerstones and strives for individual leadership by using cornerstone behaviors in the workplace and in daily decision making.
- Follows all policies and procedures of the company. Works cooperatively with all departments, maintaining a positive work atmosphere by acting and communicating in a manner that promotes cooperation with co-workers, supervisors, and managers.
- Actively seek individual development through taking advantage of opportunities for skill enhancement. I Keep up to date with the latest best practices, trends, concepts, and regulations in the specific job area.
- Manage time effectively, meet personal goals and work effectively with other members of the team to meet CURiO goals.
- Follows all safety guidelines and polices. Makes supervisor/manager immediately aware of any observed safety issue. Keeps work area clean, safe, and organized.

Position requires extended work hours as necessary to meet seasonal deadlines. Performs other work as assigned.

**Minimum Qualifications**

- High School Diploma or equivalent
- Three years' experience in a warehouse, distribution, or production environment.

**Computer and/or software qualifications:**

- Basic level of proficiency in Microsoft Excel, Word, Outlook

**Core Competencies:**

- Proficient in basic mathematical calculations as they relate to work assignments (product counts and verifications).
- Ability to communicate and interact effectively with managers and co-workers.
- Demonstrated ability to function in a fast-paced, ever changing, deadline driven environment.
- Strong planning and organizational skills.
- Exhibits a high tolerance for stress.
- Ability to process, maintain and protect company confidential/proprietary information.

**Travel Requirement:** Less than 5%

**Working Environment and Physical Demands:**

- Distribution and warehouse with constant walking, standing, bending, stooping, reaching and pulling required. The work environment is frequently in non-conditioned space with moderate noise levels.
- Occasionally required to lift and/or move items weighing up to 25 pounds.
- While performing the duties of this job, the employee is regularly exposed to dusty and fragrant conditions, varying temperature levels, work near moving mechanical parts, and high noise environments.

*\*\* Note: This job description does not restrict CURIO's right to assign or reassign duties or responsibilities to this job at any time. This document does not create an employment contract, implied or otherwise. It does not alter the "at will" employment relationship between the company and the employee.*