

Job Description: Picker/Packer

Position Title: Picker/Packer

Department: Warehouse Operations

Location: Pan India

Reports To: Warehouse Supervisor/Manager

Job Summary

We are seeking a reliable and efficient Picker/Packer to join our warehouse team. The Picker/Packer will be responsible for locating, picking, and packing products for shipment in a timely and accurate manner. The ideal candidate will have strong attention to detail, good organizational skills, and the ability to work in a fast-paced environment.

Key Responsibilities

- Order Picking and Packing
 - Accurately pick products from shelves based on order specifications.
 - Pack items securely and efficiently.
 - Label packages with correct shipping information.
 - Verify the accuracy of orders before shipment.
- Inventory Management
 - Assist in maintaining inventory accuracy by conducting regular cycle counts.
 - Report any discrepancies or issues with inventory to the supervisor.
 - Restock shelves and organize products in the warehouse.
- Quality Control
 - Inspect products for defects or damage before packing.
 - Ensure all packages meet company quality standards.
- Shipping and Receiving
 - Assist in the loading and unloading of delivery trucks.
 - Sort and place materials or items on racks, shelves, or bins according to organizational standards.
 - Assist with the processing of returns.

- Safety and Maintenance
 - Follow all company safety protocols and procedures.
 - Maintain a clean and organized work area.

Qualifications

- Education and Experience
 - 10th Pass
 - Previous experience in a warehouse or similar environment preferred.
- Skills and Abilities
 - Strong attention to detail and accuracy.
 - Ability to work independently and as part of a team.
 - Good organizational and time-management skills.
 - Ability to lift and carry heavy items (up to 10 Kg).
- Physical Requirements
 - Ability to stand, walk, bend, and lift for extended periods.
 - Comfortable working in a warehouse environment, which may include varying temperatures and noise levels.

Work Environment

- Fast-paced and physically demanding environment.
- May involve working weekends, holidays, and overtime as needed.

Benefits

- Competitive salary
- Health insurance
- Paid time off and holidays
- Opportunities for career advancement