**Job Title:** Picker / Packer  
**Department:** Warehouse / Logistics  
**Reports To:** Warehouse Supervisor or Manager

**Job Summary:**

The Picker/Packer is responsible for selecting, packing, and preparing customer orders with a high degree of accuracy and efficiency. This role ensures all products are correctly picked and packed according to company standards, helping to maintain a smooth and timely order fulfillment process.

**Key Responsibilities:**

* Accurately pick products from inventory according to order sheets or handheld scanners.
* Pack products securely and neatly into boxes or shipping containers.
* Verify the accuracy of orders and ensure proper labeling and documentation.
* Inspect products for damage or defects before packing.
* Maintain cleanliness and organization of the picking and packing areas.
* Operate warehouse equipment (e.g., pallet jacks, handheld scanners) safely and effectively.
* Assist in inventory counts and stock replenishment when required.
* Meet productivity and quality targets consistently.
* Follow safety procedures and company policies at all times.