ORDER FULFILLMENT AGENT IN BROOKVILLE, PA

RECRUITING CANDIDATES WITH ABILITY TO MEET CUSTOMER NEEDS AND EXCELLENT COMPOSURE IN HIGH-PACED SITUATIONS TO FULFILL ORDERS

ABOUT OUR COMPANY:

With over 20 years of experience in supporting corporate and federal recruitment, workplace mentoring, and technology accessibility initiatives, Bender Consulting Services, Inc. is the leading national expert in disability employment solutions for private and public sector employers. To learn more about how to start your career with Bender Consulting Services, Inc., please visit our website at www.benderconsult.com.

HOW TO APPLY:

To apply for consideration for the following career opportunity for people with disabilities, please visit www.benderconsult.com/careers/submit-resume and complete the electronic form.

POSITION DESCRIPTION:

- Picking finished goods from vault storage.
- Confirming packaging and marketing labels are correct on finished goods.
- Creation of compliance labels using POS system.
- Applying compliance labels to all products.
- Confirming products’ unit counts and compliance labels match manifests, ensuring no rejections nor complaints from customers.
- Toting and sealing all finished orders for delivery.
- Placing customer orders on schedule based on logistics, on-hand inventory, and customer requests.

QUALIFICATIONS:

- Strong attention to detail and ability to adhere to strict policies and procedure.
- Well organized and ability to keep deadlines.
- Works well with all peers.
- Effective communication skills.
- Effective time-management skills and ability to multi-task.
- Ability to work in a fast-paced, changing and challenging environment.
- Basic Excel, Word, and general computer knowledge.