



Packaging & Fulfillment Assistant Job Description

Reports to: Supervisor

Non-exempt position

Full Time, Hourly

Strong potential for growth in brewing operations

Summary

As a fulfillment associate, you will be responsible for offloading stock deliveries, processing work orders, locating merchandise, and packaging orders for shipment. You will also be required to operate warehouse machinery including forklifts, as needed. To be successful as a fulfillment associate, you should have a good understanding of warehousing procedures, a good eye for detail, and the ability to process orders quickly and efficiently while adhering to safety and quality standards.

Responsibilities

- Cleans production areas, equipment, work areas, or other parts of the facility to maintain sanitation standards
- Reading and deciphering work orders
- Palletizing finished goods for shipment
- Keg washing, assisting with canning line operations, filling kegs, and organizing raw materials
- Finalizing the work order and updating the database
- Confirming merchandise information matches that of the work order
- Offloading delivery trucks transporting goods into the warehouse

- Communicates packaging related information to other people or teams effectively
- Be flexible; work with a team mindset
- Adhering to state health and safety practices
- Perform other related duties, tasks and responsibilities as required, assigned and directed.

Qualifications and Experience

- Excellent communication skills are required
- High School Diploma or GED, preferred
- 1-2 years experience in shipping or receiving or related warehouse positions, preferred
- Ability to work alone as well as in small teams and/or groups
- Ability to lift heavy packages up to 55 lbs throughout a minimum of an 8-hour day
- Ability to prepare necessary paperwork and documents, as well as read, sort, and verify packages
- Basic mathematical skills
- Forklift certified desired

Benefits

- Pay is commensurate with experience
- Paid time off
- Health, Dental and Vision benefits
- 401k with 4% matching
- Employee Discount Program

Send cover letter and resume to info@sudwerkbrew.com