



Picker Job Description		Document Number: JD-WHS-15.04
Department: Warehouse	Effective Date: March 04, 2016	Revision No 0

I Reason for Existence

Ensures 100% accuracy on picking customer orders by checking and verifying actual stocks vs picklist in a manner that meets company standards for safety, security, productivity and ontime delivery of items.

II Immediate Leader

Warehouse Operations Supervisor

III Duties and Responsibilities

1. Prepare orders dictated by the picking list generated from WMS (Warehouse Management System) by pulling stocks from the racks and segregate it to sorting area for proper turnover of the goods to checker.
2. Verify all picked items by checking the pick list versus actual item and attached correct labels to avoid mis-routing and to ensure that all goods are complete and in good order.
3. Maintain a safe and clean work environment by keeping shelves, pallet are and workstations neat at all times.
4. Assist the Inventory Control Analyst for its cycle count activity by performing regular cycle count to ensure that items are available anytime.
5. Perform other functions that may be assigned by the management from time to time.

DDC: *Please refer to printed files for signatures of approvers.*

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IV Minimum Qualifications

1. Graduate of any two year course preferably business course.
2. Minimum of 1 year experience on the position or with related experience.
3. Good written and oral communications.
4. High tolerance to stress and detailed oriented.

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