



ONSITE MANAGEMENT GROUP

<b>Job Title:</b>	Pick/Pack Associate	<b>Location:</b>	Cincinnati
<b>FLSA Status:</b>	Non-exempt	<b>EEO Classification:</b>	Adm. Support
<b>Reports to:</b>	Field Support Supervisor	<b>Employee Type:</b>	Full-time
<b>Prepared by:</b>	Human Resources	<b>Date Prepared:</b>	December 8, 2014

OMG, LLC is a first class, service oriented organization that delivers value and excellence to our customers while enhancing the community. As such, we strive to demonstrate the following: Excellence in all we do; "Can do" attitude; Teamwork; Openness in communication; Honesty, Integrity and Candor; Positive attitude; Excellent attendance record; Promptness and a Strong work ethic. Our reputation for the highest level of quality and service rests 100% on the efforts of our employees. In order to continue our growth and success, we must constantly look to add high-caliber individuals to our team.

#### **Summary:**

The employee in this position is responsible for pulling product from bins, verifying part numbers, and maintaining records for inventory purposes. Must be capable of working in a fast paced environment and will be expected to uphold the Standards of Service and best practices developed by OMG.

#### **Essential Duties and Responsibilities:**

1. Check vendor invoice data against purchase order and enter items into system
2. Pull items from inventory per purchase order
3. Monitor and reconcile errors from system
4. Verify shipping details
5. Process items for shipment
6. Maintain accurate inventory numbers
7. Monitor and listen to clients to understand inquiries and requests in order to provide accurate information about the facilities and services and prompt assistance
8. Adhere to the Standards of Excellence
9. Perform miscellaneous duties as assigned by the Field Support Supervisor or Account Manager

#### **Other Duties**

1. Be personable, articulate, knowledgeable and professional in presenting oneself in a professional setting
2. Ability to learn skills quickly
3. Multi-tasking abilities in dealing with several projects at one time
4. Attention to detail
5. Ability to function with a high level of patience, tact and diplomacy in handling any complaints/situations
6. Excellence verbal and written communication skills
7. Excellent organizational skills
8. Strong initiative required; ability to work independently with minimal direct supervision

#### **Qualifications:**



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- High School Diploma or equivalent
- Working knowledge of Microsoft Word, Excel, Outlook and PowerPoint
- Reading, writing, and arithmetic skills required
- Must have valid driver's license

**Physical Demands**

- Fine and/or gross motor skills, including the ability to grasp, lift and/or carry or otherwise move packages on a standard wheeled cart with a load capacity of 100lbs.
- Ability to walk, bend, kneel, stand, and/or sit for an extended period of time
- Manual dexterity required for operating office machinery (phone, copy machines, binding equipment, etc)
- The ability to exert maximum muscle force to lift, push, pull, or carry objects.
- The ability to lift approximately 50lbs. on a regular basis.

**OMG, LLC reserves the right to revise and alter this job description as needed.**

Employee Statement:

I have read this job description and a copy has been provided to me. My signature below certifies that I am able to perform the essential functions of this position.

Employee Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Approved: \_\_\_\_\_

Date: \_\_\_\_\_