



# Order Fulfillment Specialist/ Order Puller

December 2016

## WHO ARE WE AND WHAT DO WE DO?

At SunModo, we believe in the innate human nature to improve the world and support the growth of those around us. Our culture is open, forward moving, innovative, and energized. We give people the opportunity to be their best and do their best work in a fast paced, collaborative, and creative environment. This is a place where people with purpose, mastery, and internal drive are met with tremendous growth potential, for themselves and our rapidly growing solar industry. As a manufacturer of solar racking solutions, we've created a loyal following because of our unparalleled robust product offerings, and attention to professional service. Our corporate mission is to drive down the total cost of solar installation, and we accomplish that with the best talent in the PV industry. We know that smart, accomplished people are the reason for our success. It is because of our team members we've been providing the best mix of quality and low-cost products to the market. The question is, will you be the next one to join our exciting company?

## WHAT IS THE IMPACT OF THIS POSITION?

We are growing in a fast-paced solar industry and are looking for an **Order Fulfillment Specialist** (material order builder and light fabrication operator). You will be picking and packing orders, support incoming and outgoing shipping/freight, tracking inventory and offering fabrication support. You should have a mechanical mind to be able to understand racking systems and the corresponding components. Be prepared for lifting, moving, squatting, climbing, and other physical requirements that this position demands. Being on time and very dependable should define you.

You will be working closely with other warehouse personnel and other departments to ensure accurate and timely delivery of products. As a team we constantly pursue continued growth, and as such, we are seeking an individual with a passion for continuous improvement and strives for customer satisfaction and loyalty.

## ON ANY GIVEN DAY, YOU COULD BE DOING THESE THINGS:

- Pull sales order, assemble, package, sort, and ship for the same day or next day deliveries.
- Verify the outbound paperwork and ensure all products are properly counted and packed for shipping.
- Unload and inspect the incoming materials. Work with the Warehouse Supervisor and Operations Manager to ensure all products received are properly identified and meet quality requirements.
- Operate a forklift in the warehouse to load/unload trucks and move inventory.
- Conduct inventory counts, sorting and packaging.
- Clean up and organize warehouse.
- Other tasks as directed by management.

## WHAT DO WE EXPECT FROM YOU?

### Knowledge

- High school diploma or equivalent certification; Associates Degree a plus.
- Proficiency in MS software, including Outlook, Word, Excel preferred.
- The ability to work in a high performance culture is awesome.
- Warehouse working and light fab experience would be ideal.
- Shipping and freight practices knowledge would be great.
- Ability to operate warehouse equipment such as a pallet jack and a forklift; forklift certification is preferred.
- Personal protective equipment and safety regulations knowledge is helpful.
- Thumbs up to an approach to work that is positive and solution-oriented.
- We applaud an eagerness to serve and support the mission of the organization.
- An intuitive nature, the desire to show initiative, and a strong work ethic are carefully considered.



# Order Fulfillment Specialist/ Order Puller

December 2016

## Attributes

- Critical thinking skills to make good decisions while working swiftly and efficiently.
- Flexibility to adapt to a rapidly changing industry and environment.
- Excellent communication skills with demonstrated ability to write and speak persuasively.
- Ability to perform under pressure, work with a wide variety of components and meet deadlines.
- Requires a minimum of supervision and is capable of strategically prioritizing multiple tasks.
- An approach to work that is eager, positive and solution-oriented.
- Highly organized with great follow through.
- A passion for solving difficult problems with creative and novel solutions.

## WHAT CAPACITY IS NECESSARY TO DO THIS JOB?

These physical demands are representative of the physical requirements necessary for an employee to successfully perform the essential functions of this job. Reasonable accommodation can be made to enable people with disabilities to perform the described essential functions of the job.

While performing the responsibilities of this job, the employee is required to talk and hear. The employee is often required to sit, and will typically throughout the day use their hands and fingers, to handle or feel. The employee is required to stand, walk, reach with arms and hands, climb or balance, and to stoop, kneel, crouch or crawl, and lift and move up to 100 pounds. Vision abilities required by this job include close vision. The noise level can range from quiet to moderate on most occasions. It can be loud in the fab area when operating drill press and saw-cutting equipment and forklift in action, as well as scraping of metals and concrete with skids running across the warehouse floor. This is a warehouse environment position.

## THIS FULL TIME POSITION INCLUDES:

A generous benefits package including a platinum health insurance plan, short term disability and life insurance, holiday pay, vacation, 401K, profit sharing plan, a team environment with strong corporate values, and an office located in spectacular Portland, OR metro area.

## TO APPLY:

Apply with your resume and thoughtful cover letter explaining why you are the right fit for the role and organization. Applicants only, please. SunModo is not accepting submissions from recruiters.

[employment@sunmodo.com](mailto:employment@sunmodo.com)

SunModo Corporation is an equal opportunity employer. All qualified applicants will receive consideration for employment without regard to race, color, gender, gender identity or expression, religion, national origin, marital status, disability, veteran status, genetic information, or any other protected class. This position is subject to a 90 day probationary period.