

**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. 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. 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 THE 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 is required. 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.
- Warehouse working and light fabrication experience.
- Shipping and freight practices knowledge is preferred.
- Ability to operate warehouse equipment such as a pallet jack and a forklift safely; forklift certification is preferred.
- The ability to utilize personal protective equipment properly and follow safety regulations.
- Proficiency in MS software, including Outlook, Word, Excel preferred.

**Attributes**

- An intuitive nature, shows initiative, and possess a strong work ethic.
- Attention to detail and can accurately pull products by part numbers.
- Flexibility to adapt to a rapidly changing industry and environment.
- Effective communication skills with demonstrated ability to write and speak clearly.
- The ability to work in a high-performance culture.
- Requires a minimum of supervision and is capable of prioritizing multiple tasks.
- An approach to work that is eager, positive and solution-oriented.



**THIS FULL TIME POSITION INCLUDES:**

A generous benefits package including health, dental and vision insurance plan, short term disability insurance, holiday pay, vacation, 401K, a team environment with strong corporate values.

**TO APPLY:**

Please send resume, cover letter and hourly rate expectations to be considered. [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. All candidates must pass a background screening prior to a final offer of employment. This position is subject to a 90 day probationary period.