

*Rejuvenate*

## **Job Description**

### **Operations Department**

#### **Position**

Order Processing Fulfillment, Fremont, California

#### **Reports to:**

General Manager Fremont Warehouse

### **Duties and Responsibilities**

1. Accurate processing (picking, packing, and shipping) of orders assigned
2. Manage inventory rotation, quality, and weekly replenishment
3. Assist at weekly cycle-count and quarterly inventories
4. Proper execution of company SOPs and safety procedures
5. Assist in maintaining inventory control procedures
6. Maintain work area and inventory in a clean, organized state
7. Receives inventory, places into stock rotation first-in/first-out
8. Safe operation of equipment
9. Knowledge of current FedEx shipping procedures, policies and rate structures
10. Help Maintains inventory of supplies
11. Communicate with supervisor and staff about Operational needs or suggested improvements
12. Maintain and support company policies and procedures

### **Job Requirements**

- A. High School or equivalent diploma preferred
- B. Ability to lift 50 pounds waist high, intermittently over the course of a normal workday
- C. Good math skills
- D. Good communication about the needs of facilities, inventory, business systems
- E. A teamwork spirit
- F. Willingness to learn

This job description is not intended to be all-inclusive or a complete explanation of all duties. Employees are required to perform other duties as assigned by their immediate supervisor or Eden Management. Eden reserves the right to modify job duties and responsibilities as needed. This job description does not constitute a written or implied contract of employment.

24 Feb 2025 – JS, SL, MP

