



Rishi Tea & Botanicals
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Job Title: Wholesale Order Processor
Department: Operations
Sub Department: Fulfillment - Wholesale
Reports To: Fulfillment Manager
Shift: Mon-Fri 6am-2:30pm
Wage: Hourly
FSLA: Non-Exempt
Travel: None
Application Deadline: April 15, 2019

Summary

The Wholesale Order Processor is responsible for the accurate and timely scanning, packing, billing and shipping of orders to customers. The processor is responsible for operating and fulfilling from their designated Fulfillment Station including reviewing the Order Dashboard, printing Pick Tickets, stocking packing materials, maintaining cleanliness in Fulfillment area and assisting in all other order processing duties for Sales Orders when necessary.

Education and/or Experience

Required:

- High School Diploma or equivalent
- Basic computer proficiency

Preferred:

- Fulfillment experience
- Cashier/ Checkout experience
- Food safety training and experience working with food products

