



Leon Uniform Order Fulfillment Associate

Since 1907, Leon Uniform Company has been a proud supplier of uniforms and equipment to the Public Safety community. Leon Uniform is a family-owned, multi-generational company that is growing and setting industry standards for providing outstanding and adaptive Customer Service, unparalleled industry knowledge, and a first-class retail environment. The company is searching for an order fulfillment associate to join our team.

Overview:

The Order Fulfillment Associate is primarily responsible for accurate receiving, filling and shipping customer orders in a timely and efficient manner.

Responsibilities:

- Receives inventory efficiently and creates proper and accurate receiving documents, including customized and special-handling merchandise
- Identifies inventory that does not match purchase orders, and uses protocols to inform purchasing department and reconcile incorrect shipments
- Prints and attaches bar codes to inventory for stock as needed, transfers stock merchandise to carts for warehouse storage, pulls cross-referenced items for order fulfillment, accurately enters order status into computer system
- Verifies order paperwork for outgoing shipments, and prepares FedEx shipment daily prior to FedEx pickup
- Miscellaneous duties, such as area cleanup, assisting other operations work, completing order forms for shipping supplies, changing light bulbs

Characteristics:

- Positive attitude and energy
- Good work ethic
- Follow expected processes and protocols and offer improvements to these processes
- Team player
- Detail oriented
- Confident

Job Requirements:

- Requires standing for up to 8 hours a day
- 40 hours per week



- Lift up to 50 pounds
- Available for overtime, if necessary
- Valid drivers' license

Benefits:

- Competitive Pay
- Health insurance
- Dental insurance
- Paid time off
- Incentive program

Contact Info:

- Email résumé to careers@leonuniform.com
- www.leonuniform.com
- 314-535-8133