

Job Title: Order Puller
Reports to: Sales Manager
Location: St. Louis, MO
Company: Baisch & Skinner, Inc.
Full/Part Time: Full Time
Regular/Temporary: Regular

Company Description: Baisch & Skinner is a wholesale floral distributor based in St. Louis, MO with seven branch store locations throughout the Midwest. Importers of fresh cut flowers, permanent botanicals, decoratives, glassware, and floral supplies, Baisch & Skinner is a business-to-business distributor that serves the floral, design, and hospitality industries.

Responsibilities:

- Read orders to ascertain product types/numbers, sizes, colors, and quantities of merchandise.
- Obtain merchandise from warehouse, coolers, bins, or shelves.
- Compute prices of items or groups of items.
- Complete order receipts
- Keep records of out-going orders
- Place merchandise on tables in wrapping/packaging areas.
- Requisition additional materials, supplies, and equipment.
- Contributes to team effort by accomplishing related results and other duties as assigned.

Qualifications:

- High School diploma or equivalent
- Ability to identify cut flower varieties and distinguish quality characteristics preferred
- Excellent written and oral communication skills essential for professional phone and personal contacts
- Strong computer skills with a proficiency using the internet and email systems
- Ability to be careful about detail and thorough in completing work tasks.
- Ability to work in a fast pace environment
- Ability to work in a team environment
- Willingness to work a flexible schedule to accommodate heavy work volume
- Ability to stand for extended periods of time
- Ability to lift, load, unload and move product weighing up to 40 lbs