



840 Overlander Road

Emporia, KS 66801

Job Details

Title: Fulfillment Team Member Part time

Department: Wholesale

FLSA Status: Non-Exempt (Hourly)

Schedule: Day shift 7am-11, or 12-4pm half shift minimum

Status Type: Part Time (20-28 hours)

Reports to: Floor Manager

Salary: Starting \$14hr

Job Summary

Fulfillment team members work independently to fill customer orders, pack Amazon/ big box store orders, online orders and prepare orders for shipping. This is an on-site position at Dynamic Discs Headquarters, 840 Overlander Road, with no remote work possibility.

Supervisory Responsibilities

- None

Job Qualifications

- Work a minimum of 20 hrs per week
- Hours must be worked each day in a solid block of time (no split shifts)
 - Block of work hours must fit within an AM(7a-11p) or PM (12-4pm) block
- Work NO MORE than 28 hours per week (unless otherwise approved by direct supervisor)
- Strong reading skills and attention to details
- Ability to be given a variety of tasks and complete without direct supervision
- Ability to review and fulfill/pack orders accurately and timely
- Strong attention to order details
- Basic technical skills to manage order fulfillment of account orders within Netsuite

Physical Requirements

- Must be able to complete various activities in the warehouse that may require hours of lifting, standing, and carrying.
- Must be able to move up to 50 pounds at a time.

Essential Duties and Responsibilities

- Receive orders from supervisor/work order station and accurately retrieve orders throughout the warehouse
- Properly: scan, pack, weigh, and label orders for shipment
- Assist with receiving/unloading product from dock
- Performs other duties as assigned by direct supervisor or by company
- Meet quotas determined by Floor Manager

Education and Experience

- None required



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Working and Job-Related Conditions

Dynamic Discs offers a relaxed working atmosphere with a focus on productivity. We expect our employees to be focused and hardworking. Part time employees receive flexible shifts(AM or PM), employee discounts, and the most stress-free work environment in the area hands down! This is an on-site position.