

Picker - Fulfillment

Job Title	Picker - Fulfillment		
Division	Operations		
Department	Operations		
Section	Fulfillment		
Location		Direct Reports	
Reports To	Supervisor – Operations	Version Number	1
External Relations		Guide Number	
Internal Relations		Job Code	

Basic Function

Confirm the number of SKUs picked by the picker is identical to the amount required by the Master Pick Ticket. Sorting the SKUs according to the pick tickets per customer. Apply the proper scans on each pick ticket and then each item respectively. As well as the creation of various reports concerning the Fulfillment process. Fully understand, drive and promote SMSA vision, culture and values.

KEY Responsibilities

Core

- Pick the SKUs from the shelving positions as per the quantities detailed in the Master Pick Ticket.
- Confirm the number of items picked is identical to the amount detailed in the Master Pick Ticket, by recounting the items after completion of the picking process.
- Handover the SKUs picked to the Quality Control staff (Fulfillment Clerk).
- Assisting the Receiving staff in receiving the shipments, unpacking, counting, attaching the SKU labels to their respective SKUs.
- Assisting the Receiving staff in assigning a proper shelving position to any SKUs without assigned positions.
- Applying the proper scans for each SKU as per the SmartPack procedure.
- Consolidating shipments before handing them over to Operations into CONS, and creating the handover manifest.
- Operate the forklift/pallet jack to load, unload, and transfer the pallets to the designated storage area.

EHS

- Understand and adhere to the company's environmental and safety policies.
- Regularly attend safety training and awareness sessions.
- Always use personal protective equipment (PPE) where required.
- Immediately report any environmental or safety concerns.
- Actively participate in emergency drills and respond as trained.
- Be aware and comply with all legal requirements related to environmental health and safety.
- Encourage colleagues to adopt safe and environmentally friendly practices

Competencies - Professional and Technical

Behavioral Competencies

Adaptability	Level 2
Initiative	Level 2
Teamwork	Level 2

Technical Competencies

Forklift operating knowledge	Beginner
MS Office (Excel, Word, PowerPoint, Visio, Outlook) Knowledge	Intermediate
SMSA System (CORE, ERP, SDM, SAM, INFINITY, SPOT, POS, Sibel, Courier application,	Intermediate

Competencies – EHS

Knowledge of basic environment health and safety requirements
EHS corporate objectives awareness
Awareness of EHS requirements in the QEHS management systems
Have attended EHS awareness training (if applicable)
Awareness of Environment Health Safety incident reporting

Organizational Competencies

Beginner

*Refer the Organizational Competencies Dictionary in GUIDE (Doc# 6244)

Decision Making

Key Performance Indicators (KPIs)

Abide by the goal setting forms (Individual KPI'S) of the current financial year

Qualification : Education and Experience

Diploma (Preferred specialization in their field of work) at least three (3) years of relevant work experience, 2 years of which should be in Level-02 capacity, preferably in the same industry.

or

High / Middle School Certificate or Technical Courses(Those in technical jobs must have appropriate certification in their respective trades) with over 1 years industry experience of which at least 2 years has been in Level-02 position

or

High / Middle School Certificate or Technical Courses(Those in technical jobs must have appropriate certification in their respective trades) with over 2 years industry experience of which at least 2 years has been in Level-01 position

*Note: Industry Experience wherever its applicable

Date Of Release

Prepared By:	Reviewed by:	Approved by:	Endorsed by:
Updated by:	Date:	Approved by:	Date:

Employee Name:

I hereby confirm my utmost commitment in fulfilling all the requirements including above and any amendment to this document.

Management reserves the right to amend the Job description at any time without prior notice.

Signature:

Date: