



**LEWIS
LUMBER
PRODUCTS**

Tally Person/Order Processor

Date: 1/25/2024

Position: Tally Person/Order Processor

Description: Proficiency in three areas; tallying lumber-order processing, operating a forklift, and stacking lumber. This position rotates responsibilities with others on a regular basis.

Responsibilities/Principal Duties:

- Counting and filling orders in accordance with instructions for specifications
- Efficient, smooth, and safe operation of Forklift
- Handling lumber from packs or the grading chain to make new packs for inventory or orders
- Use of handheld computer and desktop computer to load information for order completion

Requirements:

- Education; HS diploma or equivalent GED
- Certifications: forklift certification preferred, but available in training
- Experience: good work ethic
- Skills; Math, minor computer skills
- Physical: Outdoors in warehouse under roof, standing, walking, handling up to 100#
- Working in team concept, getting along with others.

Additional Details:

- Full Time
- Work Hours 6:30am to 3:00PM
- Benefits
 - Health Ins
 - Vacation
 - Personal Days
 - Holidays
 - 401 K Retirement

Pay level- \$15.00/Hr or higher depending on experience

Lewis Lumber Products is an Equal Opportunity Employer/Drug Free Workplace