



General Fulfillment

Wisconsin Tubing is looking for an enthusiastic individual to join our warehousing & yard team. In this role, you will be responsible for offloading stock deliveries, processing work orders, locating merchandise, packing orders for shipment and pulling orders for pick up customers. You will also be required to operate warehouse and yard equipment and provide relief to the production team.

A successful fulfillment team member will work quickly and efficiently while adhering to safety and quality standards, and will have a good understanding of warehousing procedures, a keen eye for detail and the ability to lift heavy objects.

Fulfillment Associate Responsibilities:

- Offloading delivery trucks and stocking merchandise in designated locations
- Arranging outgoing deliveries in designated areas
- Performing warehouse duties using forklifts and other machinery
- Reading and deciphering work orders
- Locating and extracting merchandise from shelves and storage areas
- Confirming merchandise information matches the work order
- Inspecting the merchandise for damage, flaws and irregularities
- Packing merchandise for delivery
- Transporting the packed items to delivery trucks
- Assisting with cycle count procedures
- Provide assistance to production team when necessary
- Adhering to state health and safety procedures

Fulfillment Associate Requirements:

- High school diploma or GED
- Knowledge of warehousing procedures an advantage
- Previous experience as a fulfillment associate
- Ability to read and interpret written work orders
- Forklift certification
- Strong attention to detail
- Ability to lift heavy objects
- Ability to work in a loud environment
- Ability to stand or walk for up to eight hours a day



Employment Application

Applicant Information

Full Name: _____ Date: _____
Last First M.I.

Address: _____
Street Address Apartment/Unit #

City State ZIP Code

Phone: _____ Email _____

Date Available: _____ Social Security No.: _____ Desired Wage: \$ _____

Position Applied for: _____
Temporary Part-Time Full Time

Are you a citizen of the United States? YES NO If no, are you authorized to work in the U.S.? YES NO

Have you ever worked for this company? YES NO If yes, when? _____

Have you ever been convicted of a felony? YES NO

If yes, explain:

Education

High School: _____ Address: _____

From: _____ To: _____ Did you graduate? YES NO Diploma: _____

College: _____ Address: _____

From: _____ To: _____ Did you graduate? YES NO Degree: _____

Other: _____ Address: _____

From: _____ To: _____ Did you graduate? YES NO Degree: _____

References

Please list three professional references.

Full Name: _____ Relationship: _____
Company: _____ Phone: _____
Address: _____

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Address: _____

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Company: _____ Phone: _____
Address: _____

Previous Employment

Company: _____ Phone: _____
Address: _____ Supervisor: _____

Job Title: _____ Starting Salary:\$ _____ Ending Salary:\$ _____

Responsibilities: _____

From: _____ To: _____ Reason for Leaving: _____

May we contact your previous supervisor for a reference? YES NO

Company: _____ Phone: _____
Address: _____ Supervisor: _____

Job Title: _____ Starting Salary:\$ _____ Ending Salary:\$ _____

Responsibilities: _____

From: _____ To: _____ Reason for Leaving: _____

May we contact your previous supervisor for a reference? YES NO

Company: _____ Phone: _____

Address: _____ Supervisor: _____

Job Title: _____ Starting Salary:\$ _____ Ending Salary:\$ _____

Responsibilities: _____

From: _____ To: _____ Reason for Leaving: _____

May we contact your previous supervisor for a reference? YES NO

Military Service

Branch: _____ From: _____ To: _____

Rank at Discharge: _____ Type of Discharge: _____

If other than honorable, explain: _____

Disclaimer and Signature

I certify that my answers are true and complete to the best of my knowledge.

If this application leads to employment, I understand that false or misleading information in my application or interview may result in my release.

Signature: _____ Date: _____