

**JOB TITLE:** Freight Order Processor  
**DEPARTMENT:** Shipping Department-Freight Unit  
**DATE:** 10/24/2016  
**REPORTS TO:** Shipping Supervisor-Freight Unit/ DC Manager  
**SALARY RANGE:** DOEE  
**CLASSIFICATION:** Non-Exempt  
**SCHEDULE:** M-F, 8:30 A.M. TO 5:00 P.M. (May be changed from time to time by the supervisor, according to work flow and needs of the department.)

**JOB DUTIES:**

1. Responsible for using EDI software in order to transmit ASN information and generate labels.
2. Generates Bill of Ladings using various customer portals and Excel.
3. Ensures all required shipment and credit card information is correctly entered into the ERP System.
4. Coordinates all order shipment priorities and activities with Customer Service, Freight Unit staffing and transportation carriers in order to meet customer ship dates.
5. Works proactively with the Inventory Control Department and other departments by keeping them informed of current and future support requirements and obligations.
6. Identifies order discrepancies and corrects the discrepancies by taking timely and immediate action.
7. Follows all standard operating procedures and department procedures and guidelines.
8. Performs functions related to the daily order fulfillment process, client support, order tracing, etc. and those functions that are required to accomplish team and departmental goals, including assisting with shipping clerk duties when needed.
9. Assists in helping to maintain a safe working environment.
10. Differentiates and prioritizes orders according to guidelines and customer requirements to ensure the timely delivery of orders.
11. Performs any other related duties, as may be required or assigned by management.

**JOB REQUIREMENTS:**

1. High School Diploma + 2 years of order processing or data entry experience required, or an AA Degree + 1 year of order processing or data entry experience required.
2. Minimum 2 years in a distribution / warehouse environment
3. Effective liaison
4. Computer savvy
5. Reliable and dependable; organized
6. Ability to multi-task; problem solving

**PHYSICAL DEMANDS:**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is required to occasionally alternate between sitting and standing positions. The employee frequently is required to reach with hands and arms, use hands and fingers to handle controls, computer and mouse; talk and hear. The employee is occasionally required to walk, stand, stoop, and lift as required to file documents or store materials throughout the work day.

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Jarrow Formulas, Inc.

This Job Description should not be construed to imply that these job duties/ requirements are the exclusive standards of the position. Incumbents may be required to follow any other instructions, and to perform any other related duties, as may be required.

Specific vision abilities required by this job include close vision and the ability to adjust focus. Proper lifting techniques required. May include occasionally lifting up to 50 pounds of finished goods and packages.