

Job Title: Fulfillment Associate	Department: Fulfillment
Experience: 1+ years	Location: 667 N. State Street, Elgin IL
Worker Category: Full-Time, Part-Time Non-Exempt	Reports to: Shipping Manager

Job description:

Swatchbox, an Anguleris brand, is revolutionizing how architects and designers interact with materials through cutting-edge e-commerce and logistics platforms. We're seeking a proactive ***Fulfillment Associate*** to handle unloading, scanning, moving, staging, and organizing products. Join us and be part of a dynamic, fast-growing company at the forefront of the construction industry!

Responsibilities:

- Pack and ship products according to company standards and customer requirements
- Utilize warehouse management system to track inventory and ensure accurate order fulfillment
- Operate heavy equipment such as pallet jacks, cherry pickers, and order pickers to move materials within the distribution center
- Load and unload trucks using proper lifting techniques and equipment
- Maintain a clean and organized work area to promote safety and efficiency
- Ability to speak, read, and write English with proficiency. Ability to read and comprehend simple instructions, short correspondence and memos. Basic keypunch skills

Physical Requirements:

- Ability to bend, twist, reach, push, lift for extended periods daily
- Ability to lift 50 lbs.
- Must be able to stand for 8 hours per day for up to 6 days a week
- Must have a high sense of urgency
- Flexibility to work mandatory overtime based on business needs

Skills:

- Experience in picking, packing, and order fulfillment in a warehouse environment
- Proficiency in operating warehouse management systems to track inventory and manage orders
- Strong attention to detail to ensure accurate packing and shipping of products – Knowledge of proper lifting techniques to safely load and unload trucks
- Good communication skills to collaborate with team members and follow instructions
- Note: This job description is not intended to be all-inclusive. Employees may perform other related duties as negotiated to meet the ongoing needs of the organization.

Benefits:

- Flexible schedule
- Health insurance
- Paid time off

Schedule:

- 8-hour shift
- Day shift
- Monday to Friday

HOW TO APPLY:

For consideration, please e-mail your resume to **Era Gjika** at: era.gjika@angularis.com

Be sure to include the Job Title for the position you are applying for in the Subject line of the e-mail.