



POSITION DESCRIPTION

TITLE: Conveyor Put Cell Operator
REPORTS TO: Distribution Center Warehouse Supervisor
DEPARTMENT: Distribution Center Warehouse

STATUS: Non-exempt
EEO CODE: Laborer
ORIGINATION DATE: 9/15/2009

JOB SUMMARY: Monitor and stock connector assembly orders transferred from connector shop via conveyor as well as restock of connectors from shipping and inbound receiving. Pick orders for shipping. Requires use of a portable data terminal as well as computer system programs.

PRIMARY DUTIES AND RESPONSIBILITIES:

- Remove connector orders from conveyor as they accumulate, separate them by date and customer; then assign them to put cells. Pick tickets for assigned orders are then picked and transferred to the shipping area for processing.
- Restock connectors from shipping (RTS) and receiving inbound connectors as well as related items to assigned storage locations using portable data terminal.
- Maintain both connector put cells and stocking bin locations in date order, product type and manufacturer through the use of computer reports as well as established stocking locations.

COMPETENCIES:

TECHNICAL/FUNCTIONAL SKILLS & KNOWLEDGE:

Minimum	Preferred	
<ul style="list-style-type: none"> • Attention to detail very important • Good organizational skills • Accepts responsibility • Good attitude 	<ul style="list-style-type: none"> • Self starter • Works well alone, but is a strong team member • Rapid pace, constant work assignment 	<ul style="list-style-type: none"> • Computer literate in Microsoft Office and AS400 experience • Familiar with use of portable data terminals (scanners) • Good communication skills (verbal & email)

QUALIFICATIONS:

- Minimum Qualifications:**
 Good vision and basic comprehensive skills
 Previous warehouse stocking/picking experience
 Follows written and verbal instructions well
- Preferred Qualifications:**
- High school diploma with some higher education
 - Excellent attendance record
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PHYSICAL REQUIREMENTS:

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.

Standing and Walking:	More than 90%	Close Vision and Sitting:	Less than 10%
Hand and Finger Dexterity:	More than 85%	Lifting (1-50 lbs):	Frequently
Talking and Hearing: (in person)	More than 65%	Lifting (more than 50 lbs):	Occasionally

This position description is meant to describe the typical kinds of duties or difficulty level that may be required of positions with this title. The use of a particular expression shall not limit or exclude other duties or difficulty levels not mentioned. This position description is not meant to limit or modify AEP's right to assign, direct or control the work assigned to this position.