



Fulfillment Associate

Witmer Public Safety Group, Inc. is searching for a full time Fulfillment Associate for its fast growing emergency equipment and supply company. In addition to numerous showrooms and a specialized outside sales force, the four e-commerce websites: TheFireStore.com, OfficerStore.com, theEMSstore.com, and GideonTactical.com are powerful, brand-focused settings for our customers to experience our industry leading prices, product selection, and customer service.

Qualifications & Abilities:

- Entry level position.
- High school diploma or equivalent required.
- Prior experience in a warehouse environment or light manufacturing environment a plus.
- Knowledge in public safety field preferred.
- Must be able to read, write, and perform basic math computation.
- Familiarity with computers. Willingness to learn new computer programs is necessary for the position.
- Ability to endure extended periods of time on your feet, up to 10 hours per day.
- Ability to perform frequent repetitive tasks such as bending, reaching overhead, climbing ladders, and lifting.
- Must be able to lift a minimum of 40 lbs. on a regular and consistent basis and able to assist in lifting in excess of 40 lbs.
- Willing to be cross-trained in all warehouse functions.
- Maintain reasoning capabilities to cope with tight deadlines and changing priorities; handle stress and maintain mature problem-solving demeanor.
- Ability to work independently and proceed with objectives without direct supervision.

Responsibilities:

- Meet daily pick, pack, shipping, and receiving goals.
- Maintain customer-centric focus in regard to quality and efficiency.
- Maintain a clean and safe work area.
- Keep accurate accounts on packing slips of all merchandise received and enter correct information into inventory management system.
- Pack and unpack for tradeshow as necessary.
- Receiving, unpacking, verifying and recording all incoming merchandise.
- Maintaining a clean work environment.
- Motivating and training assistants in receiving.
- Create and maintain a positive and professional image for the company.
- Present a positive and professional image through proper grooming and attire.





- Develop and maintain positive working relationships within the department and with other departments within the company.
- Reports to: Fulfillment Supervisor

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.

While performing the duties of this job, the employee is regularly required to use hands and arms to reach and carry; the employee is regularly required to talk and hear. The employee frequently is required to stand; walk; and stoop, kneel, crouch. The employee is occasionally required to sit and climb or balance. The employee must regularly lift and/or move objects up to 10 pounds, frequently lift and/or move objects up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and ability to adjust focus.

Type/Expected Hours of Work

This is a full-time position, and hours of work and days are Monday through Friday, 8:30 a.m. to 5:30 p.m. From the end of November to the end of December there is mandatory overtime. There may be times when overtime is offered during busier times of the year.

To inquire about these positions, please send resume and salary requirements via the following methods:

Email: Humanresources@wpsginc.com

Fax: 888-335-9800 ATTN: Human Resources

Mail: Human Resources, Witmer Public Safety Group, Inc., 104 Independence Way, Coatesville, PA 19320

NOTE: There is no relocation assistance available for this position.

