



## **Fulfillment Specialist**

We like to say O'Neil Printing is the “oldest start-up” in Arizona. A long-standing iconic brand with 116 years of resilience, O'Neil started as a commercial printer and has transformed to a tech leaning company with print solutions expertise. As an employee-owned company (ESOP) our blueprint for success is rooted in our people, our technology and automation, our innovative solutions, and our commitment to the broader community. While dynamic print, large format signage, and marketing solutions occupy our day-to-day, it is really our promise to serve a greater purpose, create a connectedness with our customers and become part of their brand story that inspires and motivates the work we produce each day.

### ***Position Summary***

O'Neil Printing is seeking an experienced Fulfillment Specialist to join our team. The Fulfillment Specialist will play a pivotal role in warehouse operations, including pick and pack tasks, forklift operation, inventory management, and cycle counting. Reporting directly to the Logistics Manager, this is a full-time non-exempt position, with flexibility for additional hours based on company needs.

### ***Role & Responsibilities***

- Proficiency in warehouse inventory management.
- Familiarity with FedEx and UPS Shipping software.
- Ability to utilize handheld scanning devices for inventory control.
- Physical stamina for prolonged periods of standing and activity.
- Previous experience operating a forklift.
- Effective communication skills to relay critical information across departments and shifts.
- Uphold a positive and supportive demeanor.
- Commitment to continual improvement and high performance.
- Prompt reporting of issues affecting quality, cost, or safety.
- Adherence to security, safety, and regulatory standards including HIPAA, EEOC, OSHA, and hazardous material handling.
- Timely completion of all necessary documentation and reports.
- Willingness to work flexible hours to accommodate company demands.

### ***Qualifications***

- High School diploma or equivalent
- Proficient with Computers
- Experience with Shipping software – FedEx Ship Manager
- Warehouse and or Fulfillment experience
- Detail-oriented with excellent attention to accuracy and quality
- Ability to work independently as well as part of a team in a fast-paced environment
- Willingness to learn and adapt to new technologies and processes



### ***Working Conditions & Physical Requirements***

This is a production environment position that may require incumbent to work flex hours to meet company needs and schedule requirements. While performing the duties of this job, employee is occasionally exposed to moving mechanical parts, fumes, and airborne particles, toxic or caustic chemicals, loud noises, and vibration. Employees in this position may be advised or required to utilize personal protective equipment including but not limited to: ear protection, eye protection, foot protection, lifting equipment, and protective smocks.

Physical requirements include walking, standing, sitting and must have the ability to lift approximately 50 pounds.

O'Neil Printing offers excellent benefits including:

- Comprehensive health, dental and vision benefits
- Paid Time Off
- ESOP (Employee-Owned Stock Program)
- Training and Development
- 401K Plan

To apply for this position, kindly send your resume and cover letter to [careers@oneilprint.com](mailto:careers@oneilprint.com). Please ensure that you include the title of the position in the subject line of your email.