

**JOB TITLE:** Fulfillment Associate  
**REPORTS TO:** Senior Manager of Fulfillment and Custom Assembly

**FLSA STATUS:** Non-Exempt  
**JOB LOCATION:** San Diego, CA  
**POSITION TYPE:** Full-Time

**JOB PURPOSE:**

The Fulfillment Associate is responsible for accurate shipping and receiving, maintaining an orderly and clean warehouse, processing returns and custom soldering. Kitting, labeling and other value-added assembly steps are required. Teamwork and supporting others are important. Accurate use of warehousing and shipping functions of our computer system is critical.

**JOB DUTIES & RESPONSIBILITIES:**

- Pick, stage, pack, and ship customer orders.
- While the primary focus is on warehouse duties, it will also be necessary to shift to custom fabrication duties as needed throughout the day.
- Recognize if orders are missing items or contain incompatible parts.
- Unload incoming freight; replenish inventory as needed.
- Receive, test and document customer returns using set procedures.
- Assemble custom cut/soldered units as needed utilizing build sheets.
- Ensure all products are stocked, labeled, and placed correctly (includes rotating stock).
- Keep warehouse tidy to ensure clean floors, clean stock, and trash cans emptied.
- Perform spot and cycle checks of inventory levels as requested.
- Maintain security: keep doors closed and locked when not in warehouse.
- Practice safe conduct, including operation of electrical devices, cutting equipment, pallet jacks, forklifts, and other material handling equipment.
- Consult order aging report to ensure all orders that can ship do ship promptly.
- Inspect and verify shipments delivered to us are correct without damage and document any problems.
- Notice and notify of patent problems with packaging or products.
- Sample test strips to check color and consistency.
- Detailed counting of contents at the Stock Keeping Unit (SKU) level.

**Success measures:**

- Maintains build accuracy of <1% and <1% shrinkage

**QUALIFICATIONS & SKILLS:**

- Minimum of 1 year of experience in a fast-paced warehouse environment
- Electrical soldering experience preferred
- Excellent attendance history
- High school diploma
- Very organized, accurate, detail-oriented, and professional
- Team player with positive attitude
- Knowledge of Microsoft Office a plus
- Forklift training is a plus

**PHYSICAL REQUIREMENTS:**

- Manual dexterity.
- Regularly required to use hands to handle or feel, reach with hands and arms, and talk or hear.
- Occasionally work in adverse weather conditions.
- Able to lift heavy boxes and equipment (up to 50+ pounds on occasion).
- Able to be on your feet for 8+ hours of the day.
- Specific vision abilities required for this job include close vision, distance vision, color vision, peripheral vision, depth perception and ability to adjust and focus.
- Ability to operate Fork Lift.

**COMPENSATION:**

- Base Hourly Range: \$17.00 - \$20.00 (Depends on Experience)
- Warehouse Accuracy Bonus: Targeted at \$217/month if all team metrics meet goal for custom efficiency, build accuracy, and picking accuracy.
- Total Compensation (Base + Bonus): \$18.25/hour - \$21.25/hour

Although Environmental Lights operating hours are 8:00 am – 5:00 pm, the Fulfillment Associate must be willing to stay late occasionally, arrive early or work on the weekends.

We are an Equal Opportunity Employer dedicated to promoting diversity, equity, and inclusion in our workforce. We are also committed to providing a work environment free of harassment and discrimination as well as drugs and alcohol.