

# The *CISCO* Companies

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602 N. Shortridge Road · Indianapolis, IN 46219  
www.ciscoseeds.com

<b>Job Title</b>	Warehouse Picker
<b>Reports To</b>	Director of Warehouse Operations
<b>Work Days</b>	Monday to Friday Saturday required during peak seasons
<b>Work Hours</b>	Start times are between 6:00 and 7:00 Most days are between 8 and 9 hours, higher during peak seasons

**About CISCO**      Based in Indianapolis      Family Owned since 1965  
**Distributor of: Grass Seed   Garden Supplies   Bird Seed   Pet Supplies**  
**Focused on Success   Loyal Employees   Customer Oriented**  
Growing Company      Competitive Pay      Great Benefits

## Position Overview

We are looking for an energetic individual who is self-motivated and a team player. The warehouse picker will pick and load orders for outbound trucks and perform other general warehouse duties. Candidates must be detail-oriented and able to multitask.

## Responsibilities

- Pick orders
- Load outbound trucks
- Unload inbound trucks
- Replenish stock products
- Assist in inventory control
- Adhere to safety procedures and promote safe work practices
- Maintain attendance and punctuality as required by assigned work schedule
- Maintain a courteous and positive relationship with coworkers
- Proactively assist with general housekeeping and other duties as assigned

## Requirements

- Basic language communication skills
- Extended periods of standing, walking, bending, stooping, reaching, and lifting/carrying of 25 to 50 pounds
- Time management
- Excellent judgment and decision making
- Ability to work independently or within a team environment and follow direction
- Reliable transportation
- Forklift and/or cherry picker experience
- Previous warehouse experience preferred, but not required

- Previous RF gun experience preferred, but not required

*Please submit resumes to:*  
Gil Despain  
Director of Warehouse Operations  
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