



**Title:** Order Puller  
**Department:** Distribution **Date issued:** 01.01.2025  
**Location:** Waterdown (5<sup>th</sup> Concession)

***Do you have a positive, team-oriented attitude? Strong attention to detail? A desire to grow and learn in this Industry and make it your career? Can you work in the heat? If so, we want to meet you!***

**Job Summary:**

Order Puller are assigned to production farms and their primary role is to prepare customer or sales yard orders for pick-up or delivery. This job requires spending time outdoors in all weather conditions, walking and lifting. Order pullers will have access to a truck or forklift on the farms. This job does not require formal plant knowledge, as everything can be learned through on-the-job training.

This position is a key part of our Distribution Team and critical to our company's reputation and branding. The product pulled and sold to our customers is a direct reflection of the hard work our staff performs to produce high quality products and service.

**LIST OF RESPONSIBILITIES:**

- Daily use of a tablet for pulling and completing orders on Dashboard.
- Locating and pulling the highest quality product available for every order.
- Organized each skid so next person in the process can easily verify the order(s).
- Label each skid/order with order # ID, customer name and on correct colored tag.
- Maintain correct inventory by entering correct quantities pulled.
- Complete orders in allotted time or help other team members, to ensure customers receive their orders on time.
- Properly input information or comments into Connon Dashboard.
- Reporting to the order pulling supervisor with problems and/or assistance with substitutions.
- Other duties as required.

Connon Nurseries is a diverse and equal opportunity employer. Should you require any modifications during the interview process please contact our Human Resources Manager at 9056897433 extension 195.