

Fulfillment Technician

Posted internally 8/19 through 8/26/25

Employment Requirements:

Education: High School Diploma or GED

Experience: Not required

Skills: Average typing/keyboarding skills
10 Key by touch

Knowledge: Departmental operations requirements and goals

Hours: 7:30 to 4:00 Monday through Friday (Schedule may vary depending on need)
Overtime (Occasionally as department needs require)
Seasonal schedule

Environmental Considerations: Work is performed in a manufacturing setting with normal temperature and environmental variations.

Physical Requirements: Standing, walking and/or sitting all day. Schedule may include periods of high stress and candidate must be able to handle responsibilities with little supervision. Employee must be able to make sound business decisions. Above average attendance is expected.

General Job Description: Under general supervision the employee performs duties that facilitate the operation of the Fulfillment Department in the fulfillment of company needs. Job duties include but are not limited to:

Selection and shipping of product to customers.

Ability to follow directions to ensure accuracy.

Clerical and accounting skills required.

Employee must be able to function competently in a manufacturing environment in various areas.

Employee must be able to work as a member of the team.

Good attention to detail and sense of urgency.

All work must be completed at an RFE work site.

This job description should not be construed to imply that these requirements are the exclusive standards of the position. The Fulfillment Technician will follow any other instructions and perform any other related duties, as may be required, by their supervisor.

For internal applicants contact Human Resources for an application.

Outside candidates should go to www.readingforeducation.com, click on Opportunities, download the application, complete and upload. Applications can be faxed to 615.494.4012.