

THE FOUNDRY

HOME GOODS

322 W 48TH ST | MINNEAPOLIS, MN 55419
612.333.8484

SHIPPING + RECEIVING ASSISTANT

SEEKING AN ORGANIZED AND SELF-MOTIVATED SHIPPING + RECEIVING ASSISTANT WITH A POSITIVE ATTITUDE AND STRONG WORK ETHIC.

RESPONSIBILITIES

- Completing opening + closing procedures and checklist
- Filling and preparing customer orders including gift wrapping, product assembly and pre-shipment packing procedures
- Packing orders for shipping and delivery following The Foundry's standard procedures
- Using computer hardware and software to process orders and prepare shipments
- Ensuring that products processed for shipping are delegated to correct courier
- Performing daily or weekly cleaning and inventory tasks
- Maintain a clean and orderly workspace and maintenance of supplies and tools
- Organizing supplies, shipping materials, products and trash/recycling
- Unpacking and processing incoming vendor shipments
- Assembling or cleaning of goods upon receiving vendor orders.
- Assisting in others areas as needed and performing other duties as assigned
- Move heavy objects using hand truck, furniture dollies or by hand within acceptable weight limitations
- Assisting with customer service for shipping issues such as rush orders, missing or damaged packages and client returns
- Comply with all health and safety procedures

THE APPROACH

- Creating a welcoming, warm, but highly efficient environment in the Shipping Department and Shop with attention to presentation, atmosphere and systems. These spaces provide support to the shop as well as function on their own.
 - Prepare and pack orders following The Foundry's branding standards
 - Implement systems that are easy to operate for all staff
 - Prioritizing the functionality and utility of the Shipping Department
 - Staying client-focused and delivering excellent customer service at all phases of the order process
 - Approaching projects creatively and collaboratively
- Being aware and resourceful in regards to supply costs and budgets, utilizing supplies in a smart, efficient way.
 - Utilize methods that avoid waste and frustration saving time and money for the shop
 - Avoiding wear and tear on products from reckless display, storage, or transportation
 - Packing and shipping carefully and efficiently for safe delivery and low cost

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REQUIREMENTS + QUALITIES

- Strong organizational and personal time management skills
- Attention to detail and pride in finished product
- Outstanding problem-solving skills
- Resourcefulness and creativity
- Proficiency in basic math, sequencing and measurements
- Able to schedule and prioritize multiple project tasks
- Project follow through and clear communication
- Find joy in organizing physical and digital clutter
- Able to adapt or create systems that will help the shipping department flow efficiently
- Team player. Cooperative. Collaborative. Communicative.
- Must be willing and physically able to lift up to 50 lbs.

LOCATION OF WORK

The Foundry's shop and shipping HQ in Minneapolis, 322 W 48th St, 55419

SCHEDULE AND COMPENSATION

The Shipping + Receiving Assistant is a part time position, paid hourly, bi-weekly. Starting wage is 12.00 per hour with an opportunity for increase after training period is complete.

ABOUT THE FOUNDRY HOME GOODS

We're a bunch of humans (and a few sweet pups) dedicated to sourcing simple, useful, and beautiful objects for the home. We believe in beauty in utility, in the powerful magic of creating a sense of place, and keeping our special spaces clean + bright using well-made, thoughtfully designed goods and tools. We encourage a non-disposable lifestyle and celebrate living with fewer, better things.

OUR TEAMS

We are creating and implementing intentional hiring practices to build a diverse and inclusive team as we grow. We are committed to supporting mental health and safety for our staff and are building in mechanisms for healthy communication and active feedback to ensure a truly equitable, inclusive, and positive workspace.

APPLICATION

Please email a brief resume to office@foundryhg.com. Interviews will be held in person at The Foundry. Applications are accepted on a rolling basis until position is filled.