

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
- Ensuring outgoing and incoming mail are delegated to correct courier
- Performing daily or weekly cleaning and inventory tasks
- Maintain a clean, orderly workspace and maintenance of supplies + tools
- Unpacking and processing incoming vendor shipments
- Assisting with customer service for shipping issues such as missing or damaged packages and client returns
- Assembling, cleaning and tagging of goods upon receiving vendor orders
- Move heavy objects using hand truck, pallet jack, furniture dollies or by hand within acceptable weight limitations
- Assisting in others areas as needed and performing other duties as assigned

REQUIREMENTS + QUALITIES

- Strong organizational and 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 note taking
- Find joy in organizing physical and digital clutter
- Team player. Cooperative. Collaborative. Communicative.
- Must be willing and physically able to lift up to 50 lbs.