

Job Title: Fulfillment Associate
Team: Fulfillment
Reports To: Operations Manager (Jenna Wallravin)
Starting Compensation: Min Wage (\$11.00/hr)
Status: Part Time/Full Time (min 16hrs per week)

WHO WE'RE LOOKING FOR:

A Fulfillment Star! You're flexible, easy going, have a strong work ethic and the ability to proactively get stuff done. You have an eye for detail, are constantly looking for ways to improve processes, and speak up when you think something can be improved.

You can "zen out" and enjoy repetitive tasks (podcasts or music on headphones are ok!). You must have a positive attitude and thrive in a collaborative environment, be totally reliable, extremely detail oriented, and a visual perfectionist.

On top of all that... you're nice, easy going, and can speak up when you don't dig the daily music or podcast we're listening to. It's a serious perk if you love stickers, crafting, or planning!

Minimum qualifications:

- High School Diploma
- Flexible to work shifts Monday - Friday between 9:30am to 6:00pm
- Availability to work at least 16 hours a week (weekdays only)
- Must have clear, direct, and professional written and oral communication skills
- Highly dependable, self-starter, team player, positive attitude
- Intermediate knowledge of Microsoft programs (Outlook, Excel, Word and PowerPoint)
- Successful at multi-tasking, organization, and time management.
- Can lift, push and carry up to 30 pounds

POSITION DETAILS

The Fulfillment Star is an entry level position that is responsible for completing daily fulfillment tasks. Working in tandem with the Fulfillment Manager, you will coordinate and execute production of products and shipments.

Job tasks include, but are not limited to:

- Prepare stickers and collateral for curated subscription and eCommerce products: cut, sort, unpackage, etc.
- Kitting and assembling sticker packs and curated eCommerce products
- Pack orders to meet daily and bi-monthly shipments
- Communicate regularly with the team on status of pack contents
- Problem solve issues related to mailing and assembly
- Order fulfillment and outbound shipping of customer orders
- Verify and put away incoming inventory
- Keep warehouse and fulfillment space clean & organized
- Inspecting products for defects and damages
- Pack shipments securely, following required specifications

Compensation

This is an entry level position that pays minimum wage to start, with a review at 3 months for a potential increase.

Want to work with us? Email hr@pipsticks.com with Fulfillment Star in the subject and the following:

1. Cover letter, please include:
 - a. Why you want to work for Pipsticks
 - b. Why you're a good fit for the position
 - c. Your favorite color and why
 - d. Your availability (when can you start and preferred hours)
2. Resume
3. Anything else you think we need to get to know you 😊