



WHOLESALE SHIPPING ASSOCIATE

Team: Fulfillment

Reports To: Operations Manager (Jenna Wallravin)

Starting Compensation: \$12.00/hr (minimum wage)

Status: Part-Time (24 – 32 hours per week) with added hours as business picks up.

Start Date: ASAP

COVID-19 Details: This position cannot be done remote and requires work on-site. Your shift will either be Monday – Wednesday, or Thursday – Saturday with the option to work every other Sunday.

WHO WE'RE LOOKING FOR:

A Shipping Superstar! 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:

- Flexible to work shifts Monday - Saturday between 8:30am to 6:00pm
- High School Diploma
- Availability to work at least 24 hours a week on one of the available shifts.
- 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.
- Shipping experience a plus
- Experience with Shipstation a plus
- Experience with wholesale picking/packing preferred
- Experience with International shipping a plus
- Can lift, push and carry up to 50 pounds
- Can stand and walk for 6+ hours per day without issue

Position Details

The Wholesale Shipping Associate is an entry level position that is responsible for completing daily tasks related to outgoing Wholesale shipments. From picking & packing orders, to ensuring they make it out the door within our specified time frames - you're our go-to person!

Job tasks include, but are not limited to:

- Picking and Packing daily Wholesale Orders
- Inspecting products for defects and damages
- Labeling and packaging products as needed
- Following packing instructions from retailers to ensure we are meeting required SOP details
- Keep warehouse and fulfillment space clean & organized
- Assisting with special projects and subscription shipments as needed



WHOLESALE SHIPPING ASSOCIATE

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 **Wholesale Shipping Associate** 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 😊