



HAND-TOOLED LEATHER & WOOD WARES

walnutstudiolo.com

Job Description: Shipping Associate

Company Description

We are a growing family business that designs, makes by hand, and sells leather gear for bicycles, beer, and more. We have a relaxed, home-based workplace with plans to grow. Come grow with us!

Job Description

Position Summary: The Shipping Associate is responsible for fulfilling, packaging, and shipping orders and its associated office work, under the direction of the business owner. This is a unique opportunity for a flexible, part-time schedule under a supportive ecommerce mentor, with the potential for future growth.

Requirements:

- Reliable, punctual, and self-motivated worker with a strong work ethic.
- Physical strength and stamina sufficient to stand for 3-4 hours a day and able to lift 50 lb.
- An editor's consistent and discerning eye for quality and detail.
- Ability to quickly learn cloud-based programs, specifically including ecommerce sites like Etsy and Shopify, and shipping program ShipStation.
- Hours and days are flexible, but requires coming to our location in Southeast Portland 2-3 times per week, spread out throughout the week (for example, M-W-F, or M-Th, or Tu-Th-Sa).
- Personal commitment to using upcycled and recycled materials
- Experience with ecommerce, shipping, exporting, gift wrapping, bicycling, and/or customer service appreciated

Primary Duties:

- Print and fulfill orders using cloud-based computer programs
- Pick, pack, and ship customer orders
- Manage a regular inventory of product supply
- Assemble product kits
- Occasional office or customer service support when necessary, such as emailing a customer for order follow-up information

Compensation

- City of Portland Sick Leave
- Reasonably flexible scheduling, with opportunities for additional hours during seasonal rushes
- Starting pay \$10.00 per hour, 10-15 hours/week
- Opportunity for additional benefits after 6 months review

How to Apply

NO DROP-BYS AND NO PHONE CALLS PLEASE!

Submit resume and cover letter to walnutstudiolo@gmail.com by end of day **Aug 1, 2014**.