



## ANTIQUÉ CANDLE CO.

*farmhouse soy candles*

Antique Candle Co. seeks an energetic, friendly, and motivated individual to join our team FULL TIME (approx. 38 hours/week) as **Shipping Specialist**. The **Shipping Specialist** will be assisting the Operations Manager – Shipping, fulfilling orders for 300+ retail stores, implementing new, efficient processes, and other shipping related tasks. Your normal shift hours would be M-F, 9 am – 5 pm.

**START DATE: August 2020**

**PAY: \$17+/hour depending on education or experience**

**LOCATION: Lafayette, Indiana**

### Primary Job Responsibilities:

- Keep stock organized and easily accessible for shipment
- Execute proper procedures to pack and prepare shipments to maximize efficiency and ensure customer satisfaction
- Package wholesale and retail orders securely with aesthetic care
- Ensure retail orders ship in 1 - 2 business days by meeting shipping quotas for your line
- Communicate candle inventory needs with Operations Manager - Shipping
- Complete shipping end of day tasks daily
- Collaborate in a team environment that continuously brainstorms new processes to scale operations with the company's growth
- Exhibit a fast, fun, and friendly attitude toward job responsibilities, co-workers, and supervisors
- Meet with Operations Manager - Shipping weekly to identify personal wins and opportunities

### Secondary Job Responsibilities:

- Act as representative of Antique Candle Co. with transportation personnel
- Ensure Candle Partner boxes are shipped out on time each month
- Load and unload pallets of supply deliveries
- Clean warehouse area including trash, supplies, etc.
- Support Production team with candle making side tasks as needed
- Participate in behind-the-scenes photos and videos for Antique Candle Co.TM social media

engagement and marketing priorities

- Collaborate with Product Development team to provide feedback on new fragrances

**You will be a great Shipping Specialist if you are/have...**

- Ability to work quickly and efficiently
- Extreme attention to detail
- Work while standing 90% of the time
- Enjoy a fast-paced work environment
- Thrive in a teamwork environment
- Strong communication skills
- Fast, fun, and friendly attitude
- Strong problem-solving skills
- Physical strength, ability to lift 50 lbs.
- Passion for small-business artisan products
- Strong work ethic
- Self-starter

**Benefits:**

- 2 weeks paid vacation beginning January 2021
- 2 - 3 weeks paid holiday time off
- 3 weeks paid maternity & paternity leave (plus additional 3 weeks unpaid leave optional)
- Monthly \$100 candle allowance (any additional candles wholesale pricing)
- No weekend shifts on a regular basis
- Regular performance review & potential raises every 6 months

Please send your resume (PDF format) and any other pertinent information to Kelsey Huelsenbeck, email [kelsey@antiquecandleco.com](mailto:kelsey@antiquecandleco.com). Thank you for your consideration!