

Fulfillment Associate

Role + Responsibilities

Duties of this position include but are not limited to the following:

- Perform daily Fulfillment set up duties including prep of standard shipping cases, display and Wholesale case restocks, gift box/case building, and set up of assigned fulfillment station to ensure all materials are on hand for order processing.
- Pick, pack, ship DTC, Wholesale, and Seeding (PR) orders daily in accordance with DG Fulfillment standards.
- Complete weekly and monthly Inventory Cycle counts, as directed.
- Support CS/Fulfillment Coordinator with maintaining, organizing, and inventorying finished goods, merchandise, accessories, collateral, and fulfillment supplies.
- Daily EOD cleaning and organizing of the fulfillment area.
- Ability to work in a fast paced, repetitive atmosphere
- Ability to lift up to 50lbs.
- Must possess basic mathematical skills.
- Able to sit or stand for extended periods of time.
- Assist with production, as needed and as availability allows.
- High School diploma or equivalent required.

Job Type: Full-time

Salary: \$16/hour DOE

Benefits:

- 401(k)

Schedule:

- 8 hour shift
- Day shift