



## **Spin Ultimate**

Atlanta, GA

**Position:** Spin Ultimate Production Assistant

### **Company Description:**

Founded in 2007 and based in Atlanta, Spin Ultimate provides high quality uniforms and gear for Ultimate Frisbee and other sports teams, players, and events in North America and around the world. For more information, visit [www.spinultimate.com](http://www.spinultimate.com).

We are seeking a highly personable, outgoing, fun-loving, and ethical individual to join our team at our company headquarters in Atlanta. The individual must be an exceptionally motivated, driven, and organized team player who can prioritize and manage multiple projects with tight deadlines and competing priorities.

### **Position Description:**

Part-time position with competitive salary depending on experience and other company benefits. Availability to travel and work weekends is desired, but not required.

This position requires a physical presence in Spin Ultimate's Atlanta office and reports to the Production Manager.

### **Primary Responsibilities**

1. Order Preparation & Fulfillment
2. Inventory Receiving and Management
3. Quality Assurance
4. Online Store Fulfillment and Customer Service
5. Travel to tournaments and manage Spin's merchandise tents



## **Specific Duties**

### *Order Preparation & Fulfillment*

- Assist Production Manager in prepping team orders for production.
- Check and pick custom orders from inventory, cross checking all forms against production and work orders.
- Perform detailed quality control checks to ensure that all customer orders are completed to production and customer specifications and within Spin's strict quality standards. Communicate any issues to manager immediately upon discovery.
- Package goods and process shipments to customers.

### *Inventory Receiving and Management*

- Verify inbound package contents and prepare/sort for next customization steps.
- Check package contents for quality and accuracy.
- Perform inventory counts and update databases accordingly.

### *Quality Assurance*

- Ensure that all custom orders and customer interactions meet Spin's strict quality standards.

### *Online Store Fulfillment and Customer Service*

- Fulfill online orders and provide top notch customer service.
- Communicate with customers via email and phone.
- Maintain product selection by ensuring inventory, pricing, and other key information are up to date.

### *General Office Tasks*

- Maintains safe and clean work environment by keeping shelves, storage area, and workstations neat; maintaining clean shipping supply area; and complying with company procedures, rules, and regulations.



### *Tournament Merchandise Representative (Weekends)*

- Travel to tournaments to staff merchandise tents at Spin-sponsored tournaments.
- Create a high energy, fun and professional environment for players and fans.
- Communicate and coordinate with Tournament Directors in a clear and professional manner.

### **The Ideal Candidate**

- 1 year of experience in a professional office environment is preferred, but not required.
- Excellent communication skills, both oral and written.
- Must have a positive attitude, optimistic outlook, and love interacting with Ultimate players and athletes in general.
- Must be able to work under tight deadlines and minimal supervision.
- Able to take initiative on an ongoing basis; is a proven self-manager as well as a team player.
- Extraordinarily organized and detail oriented with the ability to multi-task and manage multiple, sometimes competing, priorities.
- Must represent Spin in a professional and friendly manner at all times.
- Proficiency with Microsoft Office (Word, Excel) and social media is a must.
- Having a passion for Ultimate and knowledge about the sport and its unique culture is preferred, but not required.

Interested candidates should send a cover letter and resume to Spin Ultimate at [Jobs@SpinUltimate.com](mailto:Jobs@SpinUltimate.com). Qualified candidates will be invited to have an initial phone interview, and follow-on interviews will be at our offices in Atlanta or via video call.

Compensation: Depends on experience.