



Title: Shipping & Warehouse Associate

Reports To: Shipping Manager

Status: Exempt _____ Non-Exempt ___X___

Last Updated: February 2020

ABOUT BEE'S WRAP:

Founded in 2012, Bee's Wrap is a quickly growing company that produces and distributes a sustainable alternative to plastic wrap, made from beeswax and cloth. Bee's Wrap is a place of productive and creative work, aiming to provide a place of employment that is engaging, supportive and open-minded. Bee's Wrap is committed to using our business as a vehicle for social change and to bettering the lives of our customers, employees, community, and planet. We are located in Middlebury, Vermont, where all manufacturing, distribution, customer service, and administration are based. Bee's

POSITION OVERVIEW:

This is a full-time (35 hours/week) position. This position will work in the shipping department and warehouse to fulfill orders accurately and efficiently. Computer literacy, attention to detail, and the ability to work well as part of a team are necessary for this position. This position reports to the Shipping Manager.

All Bee's Wrap employees are expected to carry out their responsibilities with diligence, integrity, transparent communication, and in a collaborative and nurturing manner with direct reports, coworkers, customers, and vendors. Employees are also expected to have the resolve to uphold the goals, objectives and core principles of the company.

JOB RESPONSIBILITIES:

Shipping Tasks Include:

- Accurately and efficiently pick, pack and ship orders.
- Ensure the shipping area is well stocked, communicating with the shipping team leader when product supply and shipping supplies are low.
- Keep the shipping area organized and clean.
- Communicate with the shipping manager on any finished goods quality issues.
- Print shipping labels through our online shipping software.

Warehouse Tasks Include:

- Receive incoming goods.
- Move inventory from production to storage and picking locations.
- Assist with inventory counts.



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QUALIFICATIONS:

To perform this job successfully, you're able to perform these essential duties satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

PREFERRED SKILLS:

- Experience with shipping software and order management systems.
- Familiarity with the pick/pack/ship process and warehouse operations.
- Ability to use warehouse equipment such as pallet jacks and lift trucks.

REQUIRED SKILLS:

- A high level of initiative and autonomy, as well as the ability to work in a team.
- Outstanding organizational and time-management skills.
- Ability to anticipate organizational needs and follow through.
- Flexibility and openness to performing fluctuating, diverse tasks
- Extremely detail-oriented.
- Knowledgeable and proficient in office technology (web navigation, Google Drive, Office 365)
- Exceptional verbal, written, and interpersonal communication skills

WORKING CONDITIONS:

- Requires the ability to sit for long periods of time as well as stand up to eight hours per day.
- Must be able to regularly lift packages weighing up to 50 pounds. Reasonable accommodations may be made to accommodate individuals with disabilities.

To Apply: Please email resume and cover letter to careers@beeswrap.com.

Bee's Wrap is an equal opportunity employer, all qualified applicants will receive consideration for employment and will not be discriminated against on the basis of race, color, religion, ancestry, national origin, sex, sexual orientation, gender identity, place of birth, crime victim status, age, or disability (or any other classification protected by law).