

## Fulfillment Associate

Mi Golondrina is seeking a Fulfillment Associate to join our team. The associate will be a key role in the packaging and fulfillment of Mi Golondrina. We are looking for someone who would like to join a fast-paced, growing company.

### The Job

- Pick all online orders and custom orders for carrier pick up and USPS delivery.
- Coordinate orders for same day delivery
- Package all orders and print labels for shipping
- Ship international items
- Partner with the sales team on any fulfillment related items
- Organize all of the online inventory
- Order and maintain supplies for pop-up events
- Order and organize all shipping and office supplies
- Maintain our storage units and office supply inventory in the storage units

### Qualifications

- Extremely organized
- Fast-working and detail oriented
- Thrives in a small work community where colleagues work closely together working towards a unified goal and mission of Mi Golondrina
- Kind and open-minded toward others and ideas
- Bonus: communicating and understanding the Spanish language

### About Mi Golondrina

- Founded in June 2013 by Cristina Lynch, Mi Golondrina works with skilled artisans to pair centuries old embroidery techniques with modern styles. Each one-of-a-kind piece in the Mi Golondrina collection is hand-crafted in Mexico and the finishing details are added by our talented team in Dallas to create a curated collection of high end artisan apparel and accessories.
- Our collection is sold in our Dallas showroom, online and at pop-up events.

### To Apply

- If you're excited about this role, please send an email to [cristina@migolondrina.com](mailto:cristina@migolondrina.com) including your resume and description about yourself. Title the email " Fulfillment— [Your Name].