



SEASONAL AND FULL-TIME WAREHOUSE ASSOCIATE - Denver, CO Warehouse

Topo Designs is looking for both Full-Time and Seasonal candidates to fill our WH positions. Please specify available hours.

Full Time - 40 hours/ week, product allowance, activity allowance, medical, dental, vision, and retirement benefits.

Seasonal - Full-time, 40 hours/ week, and product allowance. The length of the assignment will be assessed after 60 days of employment.

Salary- \$18.50-20 per hour

Experience/ Education Requirements:

1-3 years of experience in shipping, warehouse, logistics, or related field

1-3 years of retail experience also accepted

This position is primarily responsible for completing shipment processing and assisting the Warehouse Manager and Warehouse Leads by performing the following duties, but not limited to:

Responsibilities:

- Physically receive merchandise into the warehouse
- Input orders into Topo Designs' inventory system; data entry and inventory control
- Assist in consolidation of high volume shipments, wrapping, and packaging
- Assist Marketing, Sales, and Retail teams with packing / unpacking shipments
- Assist Customer Service with returns, warranties, exchanges, and repairs
- Assist in other shipping/warehouse duties
- Keep warehouse organized and clean

Qualifications/ Skills:

- Strong Prioritization abilities
- Show initiative, problem-solving ability, dependability, respect, and accountability
- Hardworking with attention to detail
- Have excellent interpersonal and organizational skills and provide complete follow-through in all areas of responsibility
- Contribute to a team built on trust and mutual respect
- Have the ability to create your own projects and work independently; ability to self-motivate
- Experience with cycle counting and EDI is a plus
- Capable of lifting 50 lbs overhead and able to stand for 4-6 hours per day

PHYSICAL DEMANDS AND WORK ENVIRONMENT:

- Frequently required to stand
- Frequently required to walk

- Frequently required to sit
- Continually required to utilize hand and finger dexterity
- Continually required to talk or hear

The above is intended to describe the general content of and requirements for the performance of this job. It is not to be construed as an exhaustive statement of duties, responsibilities or physical requirements.

*This is a full-time, exempt salaried position. Benefits include medical, dental, vision, 401k with a match, an annual activity and mental health monetary allowance, PTO, paid volunteer days and a generous product allowance. Please send your résumé to **careers@topodesigns.com**.*