

Online Fulfillment Assistant

CLE Clothing Co.



General Job Description

The Online Fulfillment Assistant works as directed by the Customer Service & Warehouse Operations Manager to maintain the operations of CLE Clothing Co.'s online store and customer service accounts, and to ensure the processing and shipping of online orders in a timely and consistent manner. When the Manager is not on duty, the Online Assistant will be acting manager-on-duty and is responsible for leading their team to accomplish daily tasks.

Duties and Responsibilities

- Ensures the highest level of quality and customer service while packaging customer orders and processing incoming inventory on par with Company standards.
- Works productively with warehouse team to maintain organization, cleanliness, and restock standards of online inventory products.
- Maintains organization and cleanliness of the Company's warehouse location by performing daily housekeeping tasks.
- Exhibits a familiarity with both current and unreleased products in store and online, as well as upcoming sales and features.
- Upholds company policies and procedures
- Assists in preparing for and working events attended by CLE Clothing Co. as needed.
- Is fluent in Company policies, procedures, and technology in order to function as manager on duty as needed.
- Contributes to the overall vibe at CLE Clothing Co. by being positive, respectful and helpful to others and their time.

Qualifications and Requirements

- Retail/packaging/shipping experience preferred, but not required.
- Experience in customer service preferred, but not required
- Attention to detail and time management skills.
- Strong verbal and written communication skills
- Ability to commit to a minimum of four shifts per week, and occasional events.
- Ability to lift and move boxes weighing up to 50 lbs. and use ladder
- Must be 18 years or older

Benefits and Compensation

- Hourly position
- Flexible and positive working environment
- Paid day off for birthday
- Opportunity for advancement based on performance, merit and commitment to company goals