

Part-Time Fulfillment Associate

CLE Clothing Co.



General Job Description

Fulfillment associates are responsible for executing the daily functions of our warehouse location as directed by the Warehouse Manager and Assistant in a team setting.

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.
- Practices proper phone etiquette.
- Upholds all company policies and procedures.
- Assists in preparing for and working events attended by CLE Clothing Co. 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 within a team setting.
- Strong verbal and written communication skills.
- Ability to commit to a minimum of three shifts per week, including weekends and events.
- Ability to lift and move boxes weighing up to 50lbs. 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.