



Buff Chick Supplements

1724 Lacy Drive, Suite 112 Forth Worth, TX 76177

Part-Time Warehouse & Fulfillment Associate

\$15/hour

~20 hrs/week

Description:

We are looking for a part-time Warehouse & Fulfillment Associate to join Team Buff Chick. This position consists of picking & packing orders ahead of carrier pickups, informing the team of quality control issues, restocking inventory, and helping keep the warehouse and inventory organized.

An ideal candidate is a fast-learning, team-oriented problem solver who takes direction well. Prior warehouse stocking, fulfillment, and/or inventory management experience preferred.

Responsibilities:

- Order processing and fulfillment (quality control, label purchasing, packaging, and shipping)
- Help receive incoming shipment, QC check, count, sort, and stock new inventory upon arrival at warehouse
- Restock shelves regularly
- Coordinate pickup with USPS for shipping of packaged goods (usually in the morning or early afternoon)
- Assist with warehouse inventory and supply count
- Help maintain a tidy work area to ensure products remain clean of dust/debris (main warehouse, gym, and fulfillment warehouse)
- Identify problems and opportunities for improvement in fulfillment process and general warehouse work
- Move pallets from warehouse to fulfillment center
- Assist in reorganizing warehouse spaces when needed
- Cleaning, stocking and supplying designated facility areas (dusting, sweeping, vacuuming, mopping, restroom cleaning, etc.)

Minimum Requirements:

- Must be available for a minimum of two days at the warehouse
- Must be dependable, able to take direction, and a team player
- Must be self-motivated, and able to work well both independently and in teams
- Must show dedication to and desire for self-improvement
- Must be detail-oriented and have strong planning and organization skills



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- Must have good written and oral communications
- Must feel comfortable handling a pallet jack and straddle stacker
- MUST BE ABLE TO LIFT 50 lbs regularly

Preferred Qualifications:

- A passion for health and fitness
- Interest in e-commerce
- Prior experience in fulfillment and warehouse
- Experience with Google Apps productivity suite (Mail, Docs, Sheets, etc.), including use in a team setting

Benefits:

- \$15/hour with opportunity for rapid growth across hours, pay, and responsibilities within fast-growing company
- Flexible work schedule
- Potential for conversion to full-time
- Opportunities for travel and helping with special events if desired
- Opportunities for additional hours during in-house projects, sales, and holiday periods

Start Date & Location:

Expected start date is April or early May. This role is located in the North Ft. Worth – Haslet area, with access to the 35 & 170.

To Apply:

- Send resume by email to diana@buffchick.com; with subject line "[Your Name] - Fulfillment Associate"
- Include a brief note introducing yourself, your interests, experiences, and description of why you fit the role

For more information on the company, check us out on [our website](#) or [our Instagram](#).