



Part-time, Short-term Fulfillment Assistant

Global Goods Partners is a non-for-profit, social enterprise based in New York that is dedicated to alleviating poverty and promoting social justice by strengthening women-led development initiatives around the world.

Through partnerships with nearly 40 organizations, associations, and cooperatives of women artisans in 20 countries worldwide, we create economic opportunity by offering design direction, production assistance, inventory management expertise and small capacity building grants to our network of artisan partners. Since GGP's founding 18 years ago, we have created a strong online presence in the US marketplace where we promote and sell our partners' products to individual consumers, national and local retail business and to corporations.

Global Goods Partners is seeking a short-term part-time contractor to assist with fulfillment leading up to and during the busy holiday period. The assistant will support the fulfillment manager with the following tasks:

Incoming Merchandise

- Count the quantity of each incoming SKU and note discrepancies from purchase orders (PO)
- Perform quality control with Production Manager
- Tag product, as necessary
- Determine optimal packaging for each product (i.e., canvas GGP bag for higher price point scarves, etc.)
- Polybag, as necessary
- Place in designated bins

Outgoing Merchandise

- Pack and send orders to GGP's retail, wholesale and custom-client customers, according to GGP specifications
- Pack and send any dropship orders
- Gift wrap when specified

Qualifications:

- Strong organizational skills
- Physically fit for light warehouse work
- Prior fulfillment experience a plus

Location:

2530 21st Avenue
Astoria, Queens

Hours: This is a part-time position, starting with 1-2 days/week in September, increasing to 3 to 4 days from October-December 20th.

Compensation: \$20/hour.

Application Process

To apply, please email a resume to Jobs@globalgoodspartners.org. Indicate "Fulfillment Assistant" in the subject line of your email. No phone calls please.

GGP is an equal opportunity employer