



## Office Administrator

Wellthy is the new wealthy. We are a lifestyle brand founded on the belief that being “busy” doesn’t compromise being “healthy”. We were founded in Washington, DC in June 2013 as a brick & mortar business and have grown from 1 to 7 stores in less than three years. We are the leading player in online juice delivery, both to customer homes and offices.

The Office Admin is a cross-functional position trained in multiple areas of the operation, including inbound processing, order fulfillment, order packaging, and customer service. This role's primary responsibility will be the safe, secure, and accurate fulfillment of customer orders. The associate will also be cross-trained in a variety of processes within the operation and will be trained to perform a number of activities including the inbound receipt and replenishment of unit and case inventory, picking orders via a manual pick sheet, and configuring, packing and prepping customer parcels for shipment.

We plan to double our size and revenue in the next 18 months, while opening 1 additional full concept location inside Whole Foods Tyson’s and nationwide shipping of both JRINK and Apothekary brands in Q4/2019. With the launch of our newest brand, Apothekary, our goal is to be a significant player in the global wellness industry. If revolutionizing health & wellness as an industry is something you’re interested in, let's talk.

### Applicants should have:

- 1-2 years of applicable warehouse or logistics experience
- Exceptional attention to detail
- Ability to be flexible and nimble with respect to achieving our set goals
- Ability to anticipate and prevent unforeseen costs
- Transactional to fluent Spanish a plus

### Key Accountabilities:

- Order Fulfillment
  - Efficiently pick customer orders or shipments, from packing sheets data derived from the Hub supply chain app. All orders should have the correct number of units and type of product is picked and prepped appropriately for shipment within a highly automated pick/pack environment.
  - Package product into bags, boxes, or totes per customer specifications.
  - Read and disseminate information on the product specifications and packaging requirements.
- Inbound Receipt
  - Efficiently unload, segregate, count and prep supplier and warehouse transfer inventory for compliance checks, customer defined pre-receipt checks, and systemic work station receipt.



- Input inventory into the Hub app to ensure accurate unit item counts, product families and SKU's are captured and scanned into inventory prior to placing into automated sortation
- Physically and systemically build a put-away cart consisting of single item, multi-item, and specialized case inventory, such as Monos, Signature Blends, Gift Sets, etc.
- Quality Control
  - Process case and unit level inventory in adherence to stated customer QA requirements (set by DoO and SBX) to include checking, logging, solving for and updating customer retail teams on errant shipments and inventory.
  - Ensure products are packaged and sent out in a clean, beautiful and safe manner to ensure there is no breakage in transport
  - Process case and unit level inventory in adherence to stated warehouse and customer conflict resolution programs and guidelines.
- Inventory Control
  - Accurately count and process inventory by location, unit count, size, barcode, and product type during inventory reconciliation and inbound receiving activities.
  - Accurately check all orders received are as per orders placed
  - Verify proper item is in the original packaging.
  - Assist in physical inventories and manage the accurate counting and reconciliation of customer unit and case inventory.
  - Take and place inventory orders every day or weekly, as needed for both JRINK and Apothekary business to ensure there is never a shortage of input materials
  - Vendor management to ensure all products ordered are as per price documented on Inventory Control Master Sheet
- Customer Service
  - Respond, solve and keep track of customer issues as they arise, no later than 2 hours of receipt of email or issue
  - Follow brand language and ensure prompt and amazing customer service
- General Warehouse Organizing
  - Maintain a clean, neat, orderly, and safe work area at all times.
  - Complete daily inspection of equipment, inventory and warehouse space.
  - Perform other duties as assigned by management or customer in a highly automated pick/pack environment.
  - Train, as needed

**Required Education and Experience:**

- High School Diploma or Equivalent, preferred
- 0 to 12 months experience in a warehouse setting, preferred