Position: Assistant Manager - Fulfillment and Warehouse Operations

The QuickZip Sheet Company has reinvented two of the most universal (and most annoying) home products – the fitted sheet and the duvet cover - so they are hassle-free and dream-worthy. We started as a crib sheet side hustle, and now we make smarter bedding for all, with our products featured in People, Apartment Therapy, Business Insider, Parenting, Campendium, LadBible, and more.

With sales more than doubling last year and aggressive goals going forward, we are looking to expand our team. We have openings for proactive, hard-workers with absolute attention to detail to take on responsibilities in fulfillment and operations. If you love to work independently and as part of a team, can prioritize and manage your workload, want to learn and become proficient in fulfillment and logistics operations systems, and are a go-getter who can identify and resolve issues and make an impact, get in touch with us!

Essential Duties and Responsibilities:

● Manage daily order fulfillment, Accurately pick, pack and ship orders
● Maintain 99.99% Order Fulfillment Accuracy
● Become proficient in order process and scanning systems, troubleshoot and resolve issues
● Process returns
● Gift wrap, as requested
● Accept and unload shipments, count and store product
● Perform physical inventory counts monthly and as needed
● Clean and organize warehouse
● Communication effectively with colleagues, vendors and customers
● Be on time and focused on the job for every shift to achieve our goal of 100% happy customers
● Coordinate operations with sales, finance and customer service teams

Requirements:

● High School diploma or equivalent preferable
● Fulfillment and warehouse operations experience a plus, but we offer great training for great candidates

The physical demands described are representative of those that must be met by an employee to successfully perform the essential functions of this job.

● This position requires standing and moving around for long periods
● Lift and/or move objects up to 49 lbs.
● Close and distance vision required to perform this job
● Use of standard office and warehouse equipment including computers, scanners, dollies, electrical picker and pallet jacks; regularly requires to use fingers, hands and arms, talking, and hearing

Job Details:

● Part time, contract position - 2 positions available
● Minimum 20 hrs/week - standard work hours 7-3 pm Sunday -Friday
● Flexible hours as necessary for shipments and high volume periods
● Compensation - $20+/hr, depending on experience
● Opportunity to work to full time position with benefits
● In person, location: 1-70 and Quebec Street, Denver, CO

Application: Please send resume and cover letter to info@quickzip.com