

Part-Time Operations Assistant

Hexagramm Books is a small but growing book distribution company based in Decatur, GA. We supply children's books in Spanish, English, and French to dual language immersion schools across the country. We've recently developed new products in response to teacher demand. Using our network of 400+ publishers and partnering with a dual language expert, we created two signature collections: our ready-to-go Classroom Libraries, and our curated Read Alouds. We promote them at teacher conferences throughout the country, and they are a huge hit!

Job Type: Part-Time

Hours: Expectation of 25 hours per week, Monday through Friday. Our office hours are between 7am and 7pm. Your 25 hours can be completed at any time within those office hours.

Location: Decatur, GA

Pay Scale: \$10-\$12 per hour

To Apply: Please send your resume and cover letter to Marie Bouteillon, Chief Innovation Officer, at marie@hexagrammbooks.com.

Primary Duties and Responsibilities:

- Participate in and contribute to Hexagramm Books processes from product development and operations to marketing and sales
- Assist with receiving, assembly and fulfilment of orders

Warehousing

- Organize the warehouse and keep it tidy
- Communicate rationale for warehouse organization to Operations Team
- Take complete bundles to warehouse
- Adapt and implement plans for optimal use of warehouse space

Receiving

- Receive and sort books in a timely fashion so as to minimize office space used
- Before production line, count quantities of titles per bundle
- Inform Assistant Manager for Operations and IT on a daily basis of ISBNs and quantities needed to complete bundles

Preparation, Production and Assembly

- Participate in preparation, production and assembly of bundles
- Control for quality at the end of a production and assembly line (titles of books, quantities in each bag, proper labeling, positioning of books, positioning of labels)

Inventorying

- Take inventory of physical stock of standard products (classroom libraries and read alouds) on a weekly basis and communicate to Assistant Manager for Operations and IT
- Take inventory of production, assembly, packing and shipping materials before and after each production and assembly line (labels, plastic bags, boxes, packing materials, book bins, book bin labels, packing tape...)
- Communicate needs for materials to Administrative Support Specialist

Shipping

- Locate bundles in warehouse for shipping
- Update TradeGecko when retrieving bundles from warehouse
- Prepare packing slips for shipment of sales orders
- Ship packages for sales orders
- Ship Shopify orders in a timely manner
- Follow Fulfilment and Shipping Guidelines

Closing

- Inform Administrative Support Specialist and Sales Associates to send invoice, send "Shipment on its way" email and "Thank you" note

Essential Qualifications:

- Oral and written fluency in English
- Exceptional organizational skills
- Upbeat, positive attitude
- Energetic self-starter with a strong work ethic
- Problem-solver
- Team-oriented
- Strong knowledge of G Suite, and a confident user and/or fast learner of technological productivity tools (Trello, Slack, Copper CRM, TradeGecko)

Physical Demands:

This job requires:

	NEVER	OCCASIONAL	FREQUENT	CONTINUOUS
Sitting			√	
Standing			√	
Walking		√		
Driving		√		
Squatting / Bending			√	
Kneeling			√	
Reaching			√	
Twisting			√	

HEXAGRAMM BOOKS

Stair Climbing			√	
Use of Computers				√
Use of Office Equipment				√

NOTE: In an eight-hour workday, "occasionally" equals 1-33%, "frequently" equals 34-66% and continuously equals 67-100%.

This job additionally requires employees to lift, push, pull and/or move items, such as books, as follows:

	NEVER	OCCASIONAL	FREQUENT	CONTINUOUS
Up to 10 lbs.			√	
11-24 lbs.			√	
25-34 lbs.			√	
35-50 lbs.			√	
51-74 lbs.		√		

Travel Required: Never

DISCLAIMER

The above information is not to be interpreted as a comprehensive inventory of all duties and/or responsibilities required of employees assigned to this job. Hexagramm management may assign or revise duties and/or responsibilities based on the needs of the business. This is not a contract of employment. This position is at will.