

PRODDUCTION & FUFILLMENT ASSOCIATE

Appointed is hiring for full or part-time Assembly Associates to join our team at our Ivy City Headquarters in Washington, DC immediately. This position will play a key part of our production and fulfillment team and is a great opportunity for growth.

Responsibilities:

- **Production & Assembly**
 - Supports the production and fulfillment team by assembling products and packaging products
 - Participates in product inventory and quality control to assure the highest quality product is produced
 - Operates some light machinery as a part of the product production
- **Fulfillment**
 - Assists with product packaging and product finishing
 - Prepare orders for shipping

Required qualifications:

- Some warehouse and production experience is not required but a plus
- Resourceful working style as well as extremely organized and detail-oriented
- Responsible and a team player
- Legally eligible to work in the U.S.
- Able to lift 40+ pounds

Appointed, LLC is an American-made brand of thoughtfully designed, everyday desktop paper products. Appointed was established in 2015 and is located in Ivy City, Washington, D.C.

Appointed is a small but growing team and this individual has the opportunity to make a large impact on a growing company. This position reports to our Sr. Manager, Production and is an excellent opportunity for growth. This is an hourly position with some benefits.

Please note that given current health circumstances that we are practicing and actively implementing safe work environments including working 6 feet apart, wearing masks and regularly cleaning and disinfecting of work areas. The healthy and safety of our team is our highest priority.

To apply, please submit application to jobs@appntd.com.