

Appointed is hiring for Production & Fulfillment Associates to join our growing production team. We are seeking full-time, part-time and seasonal team members located at the Appointed headquarters in Ivy City, Washington, D.C.

- Supports the production team by assembling, packaging and quality control of Appointed 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
- Assists with picking and packaging orders for shipment.
- Provides general warehouse support including organizing, maintaining workspaces and assisting with efficient and organized workflow.

REQUIREMENTS:

- 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
- Seasonal team members: November - December weekend and/or evening hours (flexible)

BENEFITS:

- Health, vision, and dental insurance (full-time)
- PTO (full-time)
- Generous employee discount (75% Appointed products, 40% non-Appointed products)

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 benefits and eligible for overtime (upon approval).

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@appointed.co.