



Shipping Associate

TITLE OF POSITION: Shipping Associate

COMPENSATION: TBD

STATUS: Non-Exempt (Hourly)

HOURS: TBD

LOCATION: 401 Hall St. SW | Suite 134 | Grand Rapids | MI | 49503

DATE: 05/09/2024

SUMMARY:

The Shipping Associate contributes to Jonas Paul Eyewear by providing excellent service to our customers & wholesale partners through a high quality order fulfillment experience, by overseeing accurate and timely execution of each order received by Jonas Paul. Daily responsibilities include but are not limited to: handling the specific details and requirements for each type of shipment, maintaining communication with customers and other departments as needed, ensuring orders are prepared and checked before shipment, and making sure there is sufficient product on hand.

Your employment with the Company will be "at will," meaning that either you or the Company will be entitled to terminate your employment at any time and for any reason, with or without cause and with or without notice, without liability to you other than as expressly provided in this offer.

ESSENTIAL FUNCTIONS:

1. Communicate with the team lead and other team members to ensure all responsibilities are covered for the day.
2. Navigate multiple shipping platforms.
3. Keeping shared work spaces clear, clean, and organized.
4. Regular attendance in the office.
5. Ensure products on hand are prepped and ready for shipments.
6. Execute reallocations for our wholesale shipments.
7. Mindful of small details when picking products for shipments.

QUALIFICATIONS AND COMPETENCIES:

1. General knowledge of computer use, digital communication, and shipping systems.
2. Ability to clearly communicate with coworkers and customers while being friendly and patient.
3. Ability to work with people of diverse backgrounds and promote a positive work environment.
4. Time management skills with an ability to prioritize more pressing tasks and decisions.
5. Regular attendance, punctuality and adaptability.

Other examples include:

- Attention to detail
- Managing shipments within a timely manner
- Approach your work with a positive, can-do attitude.
- Demonstrate the ability to problem solve and think outside the box.

PHYSICAL REQUIREMENTS:

- Work in a stationary position.
- Move about the work area.
- Reach with hands & arms.
- Ascend/Descend (stairs/ladder/etc)
- Bend, stoop, kneel, crouch or crawl.
- Communicate with various parties.
- Move containers up to 30 pounds.
- Visual acuity.
- Read & understand written words.
- Utilize a computer for work.

EEO STATEMENT:

Jonas Paul Eyewear provides equal employment opportunities to all employees and applicants for employment and prohibits discrimination and harassment of any type without regard to race, color, religion, age, sex, national origin, disability status, genetics, protected veteran status, sexual orientation, gender identity or expression, or any other characteristic protected by federal, state or local laws.

This policy applies to all terms and conditions of employment, including recruiting, hiring, placement, promotion, termination, layoff, recall, transfer, leaves of absence, compensation and training.

To inquire or apply, please contact careers@jonaspauleyewear.com
<https://jonaspauleyewear.com/pages/careers>