



## Flagship Store & Warehouse Position

Jetty is looking to hire a motivated and dedicated candidate to help assist in our Warehouse department as well as our Flagship Store. The position is P/T and year round (NOT SEASONAL) and includes potential to grow with our constantly expanding grassroots apparel company. Applicants must have weekday AND weekend availability to be considered.

### Tasks:

- Open and Close the Flagship Store
- Handle customer transactions: purchases, exchanges, and returns
- Clean / Upkeep / Restock the Flagship Store
- Handle phone call inquiries with excellent customer service skills
- Pick and Pack Online Orders
- Operate Vinyl machine and make stickers
- Assist at Jetty events (set up and breakdown, cashier duties, signage, merchandising, customer service)
- Assist with warehouse department when all Flagship responsibilities are completed (including barcoding, tagging, folding, and packing wholesale orders)
- Communicate with Ink team regarding inquiries and pick up

### Ideal Candidates Should:

- Know the history of the company
- Understand financial goals and work towards meeting them