



Inspiring creativity and endless possibilities, one bead at a time.

www.carasupply.com

Cara & Co. Silicone Craft Supply is an ecommerce company that thrives on creativity, organization, and outstanding customer service. We supply silicone and wood beads, teethingers, and other craft supplies to small businesses and customers all around the world.

Our goal as a company is to create a culture of teamwork and collaboration, ensuring that each employee recognizes they are valued and a critical part of our team. Together, we strive to foster a workplace that encourages professionalism, honesty, and personal growth. We believe that having the right people on our team is key to our success and strength as a company, and so our desire is for each employee to feel comfortable using their individual gifts/skills in order to "think outside the box" and motivate our entire team to continue growing and improving!

Employment Position: Processing & Packaging

Location: Brantford, ON

Employment Status:

- Part-time or Full Time:
 - able to work either part-time (minimum 3 days a week) or full time (5 days a week)
 - 9am-4pm (**more hours may be available, depending on seasonal rush*)

Estimated Start Date: end of August – early September

Overall Description & Responsibilities:

The primary goal is to complete customer orders in an efficient, organized and meticulous manner, as accuracy and attention to detail is critical for our customers' satisfaction.

The position includes the following key tasks:

- pick and fill craft supply orders that come through our online website in a sanitary and careful manner, ensuring they meet precise Cara & Co. packaging standards
- perform quality assurance on completed orders
- package and ship completed orders - includes measuring, weighing and inputting of data for individual shipments, label printing, sorting of courier shipments, and scheduling delivery pick-ups
- communicate with the office manager about any product issues, challenges or observations that are important to the workflow process
- assist in inventory updating – includes counting and organization, reporting product shortages to office manager
- occasional emailing with customers regarding order exceptions or issues

Qualifications and Experience:

- Must have a license
- Able to stand/walk for long hours on a warehouse floor
- Requires a significant amount of physical bending / back movement
- Perform moderate to high physical activity which includes: unloading shipments, carrying heavier boxes of supplies/beads, sorting and moving inventory around the warehouse (able to lift 30+ pounds)

- Experience with online / website / ecommerce platforms is very helpful, but not necessary
- Must have basic computer skills and be willing to learn new computer systems for inventory, shipping and order fulfillment
- Shopify experience would be very valuable, but not required

Competencies:

- Meticulous, organized and attentive to a lot of small details (i.e. product names, color descriptions and variations)
- Able to communicate and collaborate enthusiastically with a team
- Values integrity and honesty in a work-place environment
- Enjoys thinking creatively and strategically to promote improvement within the company
- Able to be coached and trained in new systems and programs, taking on new tasks with energy and openness
- Focused on quality and excellence in customer service
- Competent communication, grammar and writing skills for customer emailing

How to Apply:

We would love to hear from you! Please send your cover letter and resume to hello@carasupply.com.