



# SMITTEN ON PAPER

8/1/2018

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## FULFILLMENT ASSISTANT

### JOB DESCRIPTION

#### OVERVIEW

Smitten on Paper is a fast growing design company squarely positioned in the custom invitation and greeting cards market. We are looking for highly motivated and enthusiastic individuals to join our team and grow with us as a company. The ideal candidate is a quick learner with a great attitude. We need someone who is willing to work hard and do whatever it takes to get projects accomplished within a tight time line while maintaining a very high work standard.

#### DUTIES

- Fold, sleeve and sticker greeting cards, stationery and other products with extreme attention to detail
- Package and ship retail and wholesale orders in an accurate and timely manner
- Restock inventory to prepare for future orders
- Maintain cleanliness and organization of studio

#### REQUIREMENTS

- Team player with a positive and respectful attitude
- Strong work ethic and commitment to integrity
- Willingness to be flexible and embrace the fluid nature of a small creative business
- Live within driving distance of our studio in Monrovia, California

#### HOURS

- This position is part time with flexible hours Monday - Friday
- 16 hours per week

#### CONTACT

Please send your resume, relevant work experience and hourly pay rate to:  
[Kathryn@smittenonpaper.com](mailto:Kathryn@smittenonpaper.com)

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