



SMITTEN ON PAPER

01/2019

SHIPPING AND RECEIVING

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.

TASKS INCLUDE

- Shipping orders via FedEx - Approx. 30-50+ orders per week
- Packaging items to be shipped within our standards across multiple brands
- Lifting heavy boxes
- Assembly and production assistant as needed
- Receive and put away shipments often containing large or heavy boxes
- Notify project manager of low inventory levels for re-ordering
- Keeping the inventory and stock rooms organized and tidy (includes emptying garbage daily)
- Distributing invitation orders that arrive from the printer to appropriate order

QUALIFICATIONS

- Able to take direction and follow standards to a T
- Must be good with hands/crafty - this position requires you to use a tape gun, glue gun, paper cutter and similar other tools
- Must be precise, accurate and efficient - this position requires you to apply stickers straight and install envelope liners accurately
- Creative problem solver, self motivated, punctual
- Able to multi-task in a fast paced environment
- Excellent communication skills
- Knowledge of FedEx shipping system a plus
- Experience in assembly or shipping a plus
- A collaborative attitude and willingness to be flexible and accommodating in this fast-paced environment
- Self-driven and a joy to work with in a team environment
- Hard work ethic, desire to learn and grow

HOURS

- This position is part time with the possibility to expand into full time
- Approximately 4 hours per day

APPLY

Please send your resume to kathryn@smittenonpaper.com

Rate of pay starts at \$11/hour

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