



Part-Time Handmade Production Assistant

We're looking for one special person to join the White Loft team. If you are hard-working, fun-loving and eager to assist with handcrafted products - read on!

Job Summary

- Part time, contract position requires availability 3-5 days per week at our production space in NW Austin, near Lakeline Mall. Strong preference for Monday mornings.
- Appx 8-10 hours each week, during normal business hours. As the workload is ever-changing, flexibility to work more hours when needed, would be a bonus.
- This position will be directly responsible for primarily packing shipments, quality checks, finishing assembly of product and general production needs. Flexible to changing production projects, while embracing a bit of crafty mess.
- Pay starts at \$12/hr.
- Position has opportunity to grow by owning more portions of the production process, office management, etc. over time.

Skill Responsibilities

- Packaging and shipping product orders, and preparing supplies including stamping, cutting, etc.
- Hands on, repetitive task-based work
- Maintain high level of quality product output, and very strong attention to detail

Qualifications

- Self-motivated, and takes pride in their work
- Reliable and punctual person that can have a good time at work, without sacrificing efficiency
- Positive attitude and friendly demeanor required
- Quick study and able to work alone, at times
- Bonus, but not required: Basic experience with die cutting software (Silhouette, Circuit, etc.) and/or experience using the backend seller side of Etsy, Shopify, or Amazon, though not mandatory

About White Loft

White Loft is a female-owned, handmade, online e-commerce business dedicated to making goods for baby + family.

White Loft has shown significant growth since starting in 2013 - valuing quality of work, customer service, responsiveness and having fun along the way! (We take a lot of pride in our efficient processes, quick turnaround and quality products.)

Want to see a day in the life at White Loft? Follow @shopwhiteloft on IG.

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Interested? Awesome! Please email us at hello@shopwhiteloft.com with a resume, and why you think you're a great fit for the position!