



Title: Consignment Distribution Specialist  
Hours: Part time and full time available (hours negotiable)  
Location: San Carlos, CA

### Help us take Destira to the next level!

Destira designs and manufactures apparel for the gymnastics industry, selling to nearly 1,000 gymnastics clubs and businesses across the country ([www.destira.com](http://www.destira.com)). We sell wholesale and retail (online) and through gym clubs, as well as design custom team and event wear. Destira is growing quickly and looking for the right team to take us to the next level through operational efficiencies, product expansions and extensions, and unparalleled differentiated service and product.

### A-Players Only

We are looking for someone who is passionate about retail, and excited to get to know the gymnastics industry and our product.

If you can answer 'yes' to all of these questions, we want to meet you!

- Are you eager to learn and grow? Do you have a passion for continuous process improvement?
- Do you naturally have a strong attention to detail and enjoy managing work flow, while keeping the big picture goals in perspective?
- Do you like numbers and making things match-up?
- Can you quickly develop rapport and trust with people at various organizational levels?
- Are you a team player who works well in fast paced environment?
- Do you have an exceptional work ethic, high personal performance standards, and the determination and initiative to succeed in an entrepreneurial, fast-paced environment?

### Essential Responsibilities

Responsible for performing safe, accurate and timely consignment shipping and receiving procedures in Destira's office warehouse. These operations may include product receiving, shipment, distribution, packaging and handling. Excellent orientation to detail and multitasking skills are a must for successful job performance.

The functions listed describe the business purpose of this job. Specific duties or tasks may vary and be documented separately. The employee might not be required to perform all functions listed. Additional duties may be assigned, and functions may be modified, according to business necessity.

- Partner with Inventory Planner and Consignment Account Manager to ensure we meet 100% of our promised ship dates
- Pull orders, pack boxes, scan individual items, and ship all out-bound consignment orders
- Open return boxes, scan each item back into inventory, and put returns where they belong
- Accurate interpretation, compilation, and entering of data into Inventory Management System

- Inspection of all products to ensure they meet Destira standards and troubleshoot any production issues.
- Interact with the rest of the Destira team to keep them up-to-date on Consignment
- Verify all incoming and outgoing shipments; ensuring that daily cycle counting and other inventory management functions are performed timely and thoroughly
- Act and work in a manner that is consistent with company's core values.
- Demonstrate a thorough understanding and compliance with the company's safe lifting practices standard operating procedures.
- Demonstrated understanding of and compliance with all company inventory, shipping and receiving, and customer service-related standard operating procedures.
- Maintain general cleanliness, organization, and appearance inside and outside of the warehouse.

**Qualifications:**

- Computer skills – proficient in Microsoft Excel and Word and Access
- Basic retail math and analytical skills