

Logistics Lead -San Francisco

About McMullen

Recognized by *Vogue Business* as one of the most innovative retailers in the world, McMullen supports global emerging designers. McMullen was founded in 2007 by Sherri McMullen in Oakland, CA.

We are looking for team members who can become a part of our growing team.

About the role

- Promptly unpack and pack shipments
- Collaborate with the buying, sales, operations, and marketing teams to deliver excellent customer service to online customers
- Ensure the overall organization and cleanliness of the packing and receiving area
- Work effectively with all levels of leadership
- Making sure all items are steamed before items are on the floor
- Assisting in making sure all pre orders are sent out to customers
- Standing and lifting of at least 30lbs is involved in this position
- Keeping area clean at all times
- Making sure San Francisco store has all necessary replenishments for logistics and operations
- Order Fulfillment on all channels
- Process returns on all channels
- Make sure all items are tagged and steamed
- Make sure all garments are properly hung up correctly and organized by designer.
- Schedule/Plan all outbound component shipments to different Carriers and including carrier coordination, document preparation
- Work directly with carriers to ensure proper and timely shipments and deliveries
- Work with vendors to ensure timely and organized deliveries
- Process all RA's timely and accurately

To apply

Please send a brief cover letter and resume to hello@shopmcmullen.com