



JOB OPENING

Shipping & Receiving Assistant

February 1, 2018

POSITION SUMMARY

We are seeking a qualified Shipping & Receiving Assistant in Portland, Oregon for a part-time hourly position beginning February 1, 2018.

The Shipping & Receiving Assistant will help with sending out all online retail and wholesale orders from our yarn warehouse, as well as with receiving and logging all yarn shipments received. The person in this role is also responsible for helping with stocking and re-ordering all warehouse shipping supplies on an as-needed basis.

This position requires good organizational, communication, and interpersonal skills; attention to detail; and the ability to take direction as well as take initiative in solving day-to-day problems. This is a part-time, hourly position. The regular work schedule for this position entails the ability to work up to a total of 16 hours between Monday and Wednesday of each week from 9am--5pm at Brooklyn Tweed's warehouse in inner NE Portland.

If you are a friendly, detail-oriented person with experience or interest in shipping/ fulfillment and an appreciation for knitting, yarn and/or domestic manufacturing, this position will be a good fit. Ideal candidates will exhibit a strong work ethic, excel at maintaining routine systems, and work well with others.

HOW TO APPLY

E-mail the following materials to jobs@brooklyntweed.com:

- Resume and Cover letter (PDF Format)
- Contact information for two references from past professional or student experiences— letters of recommendation are not required
- Completed Application Questionnaire (PDF Format)—see page 4

Applicants who are being seriously considered for the position will be contacted by e-mail for further information regarding an in-person interview.

ESSENTIAL JOB RESPONSIBILITIES

HELP WITH:

- Monitoring all incoming web and wholesale orders for all products
- Picking, packing and shipping all web and wholesale orders, maintaining proper turn-around times
- Printing and archiving order receipts
- Checking for matching yarn dye lots for customers and other special requests by Customer Service
- Receiving, picking, packing and shipping all requested comp orders for designers/sample knitters from Creative Department
- Receiving refund/exchange information from the Customer Service Department
- Notifying the Customer Service Department of any orders that have been received as exchanges or refunds
- Monitoring inventory levels for all shipping supplies in warehouse; notify direct supervisor when re-orders are needed
- Monitoring inventory levels for various non-yarn products; notify direct supervisor when re-orders are needed
- Organizing efficient use of shipping area and product storage in warehouse space; maintaining a clean and organized environment at all times
- Removing accumulated cardboard from warehouse to recycling area on an as-needed basis (daily or weekly, depending on receiving volume); placing on street on appropriate day recycling and trash bins and returning them to the gated parking lot after pickup
- Parking lot, grounds, and exterior building maintenance, including landscape watering and leaf and snow removal as needed
- Receiving freight deliveries

ADDITIONAL INFORMATION

Position Type: Part-time with hourly pay (up to 16 hours per week at \$15 per hour)

Work Schedule: Monday through Wednesday, 9AM to 5PM

Location: Portland, Oregon

Posting Date: January 15, 2018

Target Hiring Date: February 1, 2018

BASIC REQUIREMENTS

Education

High school diploma or GED

Required Skills

Shipping/Receiving Skills

- 1 year+ of shipping/receiving experience is preferred but not required
- Ability to handle 28-30 lb boxes (20" x 20" x 20") on an ongoing basis
- Comfortable on a ladder to a maximum height of 2 feet from the ground
- Ability to move electric forklift in and out of parking lot for incoming shipments
- High level of accuracy in order processing
- Ability to maintain a tidy and organized shipping space
- Experience in ordering shipping supplies is preferred but not required

Computer & Typing Skills

- Basic typing skills (35-40 wpm)
- Basic proficiency with e-mail

Personal Skills

- A strong level of organizational skills is required
- Ability to foster friendly, professional interpersonal relationships with managers/colleagues/supervisors
- Detail-oriented approach to tasks

Application Questionnaire

*Please fill your answers to the questions in the blanks below,
or submit a separate sheet with answer typed there.*

BASIC INFORMATION

Full Name:

E-mail Address:

Phone Number:

APPLICATION QUESTIONS

Why would you like to work for Brooklyn Tweed?

What are your strengths? What are your weaknesses?

What are your career goals?

What past experiences have you had that qualify you as a good candidate for this position?

Are you familiar with Brooklyn Tweed's products? If so, please explain your experience.

How did you hear about this job opening?