



Shipping and Product Specialist (Part-time)

HOURS PER WEEK: 16-20

TOP PERKS AND BENEFITS

- Unique way to support Catholic institutions and the greater Christian community
- Centrally located in Grandview Heights area
- Positive work environment
- 20% Employee discount
- Eligible to participate in a matched 401(k) Retirement Plan after 1,000 hours worked during one plan year (Average approx. 19.5 hours per week)
- No evening or weekend hours
- Management is flexible in establishing optimal work schedule

RESPONSIBILITIES AND DUTIES:

- Process inbound product shipments received daily, including:
 - o Unpacking boxes
 - o Comparing quantity of product received to purchase order documents
 - o Verifying pricing of each item received and updating database, as necessary
 - o Tag/label products for the customer service associates to stock/display in the showroom
- Add new items to product database
- Ship customer orders using various carriers (USPS, UPS, FedEx, DHL, etc.)
- Report to Assistant Buyer and/or member of the ownership team
- Additional responsibilities, as requested by management

QUALIFICATIONS AND SKILLS

- Earned (or in the process of obtaining) high school diploma or equivalent
- Some experience using Microsoft Excel or Google Sheets
- Previous data entry experience preferred, but not required
- High attention to detail
- Ability to lift boxes up to 40 pounds
- Ability to move boxes using hand truck, carts or dollies
- Collaborates well with other members of a team
- Professional demeanor