



Warehouse Associate (Part Time)

Overview:

Responsible for general shipping and receiving warehouse tasks required to fulfill orders for Fleet Feet Sports Development Company stores. Support warehousing operations through receiving, unpacking, checking, storing, packing, and shipping merchandise and materials. Within the scope of this position, contribute to the company's overall mission to create a culture of inclusiveness and belonging.

Essential Duties:

- Work with all colleagues on the Retail Operations team to ensure work processes are completed according to Company policies, procedures, and safety regulations and all department goals and objectives are achieved.
- Accurately pick, ship, and close all fulfillment orders, ensuring merchandise is accurately picked, inventory is updated in RICS, and merchandise is packed to avoid damage.
- Maintain designated stock levels for all merchandise; communicate any out of stock merchandise to store buyer.
- Maintain and organize merchandise and materials to provide a neat, clean, and safe work environment; adjust items in warehouse accordingly to minimize damage and loss.
- Participate in the day-to-day work activities and operating standards to ensure efficient warehouse operations.

Qualifications:

High school diploma, GED, or equivalent. Minimum of 6 months working experience, warehouse experience a plus. Strong organizational and communication skills, both written and verbal. Ability to understand and follow oral and/or written instructions. Ability to organize equipment, materials, and merchandise. While performing the duties of this job, the employee is required to perform physical work, which includes standing, walking, bending, twisting, and reaching for extended periods of time. Must be able to lift 50+ pounds on a continuous basis throughout the day.

*If you meet the requirements listed and are seeking an opportunity, **please send a cover letter along with your resume and salary expectations, to HR at hr@fleetfeet.com**. If Fleet Feet, Inc. sees a match between your qualifications and current hiring needs, we will contact you.*