



Tea Lover/Production Assistant Job Description

Reports to: Production Manager

If your perfect evening involves curling up with your pet, a mug of tea, and a good book, you've found your place! At Plum Deluxe we're passionate about great tea and a great customer experience! We also appreciate a good Star Trek reference and the tacos from our neighboring food trucks.

We're looking for a Production Assistant to support our production team as needed preparing and shipping our popular loose leaf tea blends and tea of the month subscription. This includes helping prep packaging, prep outbound shipments, and complete other general warehouse tasks to support our tea makers and warehouse staff.

Got a side hustle? Going to school part-time? This job will be perfect for you. We offer an average of 14-32 hours/week and a flexible schedule. The position based in our Portland, Oregon office, Monday–Friday with occasional weekend hours as needed.

What will you do all day while sipping delicious tea?

- Know the service vision and values of the company.
- Consistently embody the service vision and values through actions and communications.
- Communicate openly and effectively with coworkers and customers.
- Support team in completing general warehouse tasks such as cleaning and product assemblage.
- Prep packaging such as labeling packages, labeling envelopes with shipping labels, and other prep tasks to support our tea makers.
- Maintain organized work spaces.
- Attend and participate in scheduled meetings.

Physical Demand and Work Environment:

This position requires standing for up to 10 hours per day. It also requires lifting a minimum of 50 lbs, and bending during the shifts to complete the required tasks.

Skills and Experience:

- Previous warehouse or product assembly experience.

Qualifications:

- Strives to consistently maintain a positive attitude.
- Aptitude for maintaining details.
- Ability to self-advocate, self motivate and follow directions well.
- Able to effectively manage multiple tasks and realign focus without sacrificing work quality
- Aptitude for learning processes quickly and execute with efficiency.
- Ability to work independently for long periods per day.
- Love of all things tea a plus!

OMG, you had me at Earl Grey! How do I apply?

Please include a cover letter with your resume that mentions your favorite tea (or a tea you'd like to try.) Applications without a cover letter will not be considered. Bonus points if you tell us what you'd put on our workday playlist!

Submit your resume and cover letter to megan@plumdeluxe.com with the Subject Production Assistant Job Application.

Got any other perks?

- Store discounts
- Paid time off
- Flexible schedule
- Professional development assistance