



Tea Lover/Shipping and Receiving 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 Shipping and Receiving Assistant to process and ship customer orders to ensure customers receive accurate orders in a timely manner and receive incoming inventory shipments in addition to providing support to the rest of the production team as needed.

Got a side hustle? Going to school part-time? This job will be perfect for you. We offer an average of 20-40 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?

Culture

- 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.

Shipping

- Filter incoming order queue to ensure orders are prioritized correctly.
- Accurately and efficiently pull product for orders.
- Package items for order and print shipping label for package, ensuring top shelf presentation of goods and personalization of shipment where appropriate.
- Update ordering system accurately with work completed.
- Deliver any mail not picked up to post office at end of shift.

Receiving

- Process all incoming supply stock and put away in designated areas.
- Accurately update inventory to reflect shipments.
- Work with Production Manager to resolve errors in shipments.
- Accurately enter finished goods into the system to maintain accurate store inventory.

Inventory

- Maintain adequate stock levels of shipping supplies.
- Notify the Production Manager when supply stock levels are low and need reordering.
- Monitor store inventory to maintain optimal stock levels.
- Create and send store inventory needs as scheduled to Production Manager.

General

- Support team in completing general warehouse tasks such as cleaning and product assemblage.
- Maintain clean and 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:

- 1+ years of shipping and receiving experience
- Familiarity with MS Office (particularly Excel) and Gmail a plus
- Experience with boxing and packaging items for shipment.
- Familiarity with online shipping software, like Shipstation, a huge plus
- Previous warehouse experience a plus.
- Strong visual acuity to read detailed packing list and order notifications.

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 Line Shipping & Receiving Assistant Job Application.

Got any other perks?

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