

POSITION SUMMARY:

Bold Lead Designs, an internationally recognized dog gear maker, seeks a capable individual to pack, ship, and assist with a variety of workshop tasks in a challenging and fast-paced yet, laid back environment. Position requires a commitment to accuracy, excellent attention to detail, basic computer knowledge and a proactive, cheerful disposition.

Come work for a rapidly growing artisan company in a small workshop facility with a fun, diverse team. Must love dogs and enjoy working around others.

Regular weekday, daytime schedule, approx. 25 hours per week. Ideal candidate is available Monday through Friday, 11am – 3pm. Additional hours and flexibility may be available for the right candidate.

KEY RESPONSIBILITIES:

- **Quality Assurance:** Verify products being packed match the customer order (dog leashes, collars, and harnesses)
- **Packing:** Identify the most efficient and cost effective method of shipping, select the appropriate supplies and wrap products according to provided guidelines.
- **Labeling:** Print labels using various methods, primarily through Quickbooks interface but also using USPS, FedEx and DHL websites. Training will be provided, as needed.
- **Order Completion:** Complete order process, including but not limited to, marking orders completed via websites, entering tracking information and scanning documents when needed.
- **Organization & Inventory:** Maintain work area in a neat and orderly fashion. Responsible for tracking shipping supplies and communicating inventory needs.
- Provide support for daily operations and other administrative tasks as needed, such as light cleaning, preparing information packets and light assembly.

JOB REQUIREMENTS, SKILLS & QUALIFICATIONS:

- Demonstrate excellent work ethic and reliability
- Must be organized, thoughtful, and highly detail oriented
- Understand and follow written and verbal direction
- Have practical mathematics and measuring skills calculate dimensions and efficiently package product.
- Ability to work independently and collaboratively as required
- Ability to switch tasks quickly to accommodate shifting shop priorities, while maintaining accuracy
- Proficiency with Windows-based operating system, skilled with MS office suite. Must have experience with data or invoice systems; Experience with QuickBooks is a plus.
- Familiarity with QuickBooks, shipping and labeling, and/or e-commerce are a plus; specific training to be provided

PHYSICAL CONDITIONS/REQUIREMENTS:

- Ability to lift and move 50 pounds
- Able to stand at workbenches and reach materials stored at high and low positions
- Comfort in a small, diverse workshop environment with large breed dogs and people with disabilities

THE FOLLOWING EXPERIENCE IS HELPFUL, BUT NOT REQUIRED:

- Packing/shipping, production, assembly, or inventory experience
- Previous experience using QuickBooks, retail and/or online sales (e-commerce) platforms
- Experience with diverse groups and/or people with disabilities preferred
- Knowledge about our unique small business and mission

TO APPLY: Visit the company website at <https://boldleaddesigns.com/employment/>

Please include a letter of interest and your resume with your online application.

Thank you! No phone calls or general inquiries, please.