



### **Part- Time Order Fulfillment Specialist**

We are a rapidly growing E-Commerce and B2B Fulfillment company located in Lawrence, MA. We are committed to providing the best quality warehouse and distribution solutions across the country in the industry - and we are passionate about what we do. Our employees are committed to the company vision and strive for excellence, which is reflected in every aspect of our business.

#### **PURPOSE OF POSITION:**

Responsible for the processing, pick /pack and shipping of all orders received. Processing and sorting all expatriate mail and assisting as needed in general warehouse operations. This position requires the ability to work in a fast-paced work environment while managing change orders, multiple programs, and other tasks that come about.

#### **REGULAR RESPONSIBILITIES AND DUTIES:**

Manages the **order fulfillment** process including **order** entry, administration, and shipping. Oversees the **order** tracking process and ensures **orders** are processed in accordance with the organization's customer service standards.

#### **REQUIREMENTS:**

Must be able to lift 50 lbs  
Read, write and speak English  
Have a High School Diploma/GED

Hours 10:30 am – 5:00 pm  
\$12.00/hr