



WAREHOUSE TEAM MEMBER - Torrance, CA

Type: Full-Time or Part-Time

Description:

Founded in a Hermosa Beach garage by a local surfer, climber and artist, HippyTree is one of the fastest growing companies in the surf and outdoor apparel markets. HippyTree seeks energetic warehouse personnel to work in our shipping/receiving department. The ideal candidates will grow with the company. A minimum of one year relevant experience is preferred. Positions require teamwork, competency with numbers, good organization techniques, strong attention to detail and communication skills.

Job Duties:

Order fulfillment and processing

- Pull and pack customer orders for both wholesale and online customers
- Create shipping labels and shipping forms, including Bill of Ladings and Commercial Invoices
- Follow any special instructions pertaining to an individual order
- Re-fold and re-package returned merchandise

Receiving shipments

- Receive shipments and ensure delivery correctly reflected on paperwork
- Count inventory, samples and marketing items (e.g. stickers, posters) upon delivery
- Identify and report any quality or inventory discrepancy issues
- Maintain organization of inventory, samples and marketing items in warehouse

Miscellaneous

- Physically count inventory items to verify accuracy on a regular basis
- Maintain a clean, orderly and safe warehouse; sweep/vacuum floors and dust shelves
- Assist in keeping facility secure
- Follow all established policy and safety guidelines
- Other duties as assigned

Requirements:

- High school diploma or equivalent
- Ability to frequently lift up to 50 pounds and occasionally lift up to 80 pounds
- Understands basic inventory, warehousing and stocking procedures
- Six months of related experience or training
- Basic proficiency in Microsoft Word and Excel
- Must be able to read and interpret documents including routing guides and procedure manuals

How to apply:

- Please send applications to jobs@hippytree.com
- Applications are to include a resume and cover letter