

Job Title: Part-Time Order Fulfillment Clerk
Department: Merchandise
Reports to: Warehouse Manager

FLSA status: Hourly Non-Exempt
Classification: Administrative
Location: Salt Lake City

Position Summary: This position expedites and routes incoming and outgoing shipments; and provides excellent customer service via telephone and email to provide information on products, orders, returns, and related issues.

Essential functions and responsibilities:

- Process orders from multiple channels and coordinate route activity including: warehouse shipments, invoicing, electronic bills, inspecting orders for completeness and accuracy, and shipment tracking
- Receive and process exchanges and returns
- Research, analyze and respond to routine and complex order status inquiries
- Handle customer service issues
- Responsible for stocking and handling inventory
- Load and unload trailers
- Heavy lifting (50 lbs.)

Nonessential functions:

- Miscellaneous projects as assigned
- Perform other related duties as assigned

Qualifications Required:

- Basic computer knowledge, including Microsoft Office Suite
- Excellent interpersonal and communication skills with the ability to work effectively independently and as a member of a team
- Well-organized with ability to multi-task
- Self-starter with the ability to prioritize projects, work within short time frames and meet deadlines
- Strong Attention to Detail
- Problem Solving Skills
- Positive Attitude

Physical demands and work environment: The physical demands and work environment characteristics described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Physical demands: While performing duties of job, incumbent is occasionally required to stand; walk; sit; stoop; bend; kneel; crouch; use hands to finger, handle, or feel objects, tools, or controls; reach with hands and arms; talk and hear. Employee must regularly lift and/or move up to 50 pounds. Specific vision abilities required by the job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.
- Work Environment: The noise level in the work environment is usually moderate.

Please submit resume with cover letter along with salary history to jobs@ragnarrelay.com



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