

Natural Skincare Production and Dispatch Assistant

Seller Info

Name: Sweet Cecily's
Company: Sweet Cecily's
Name:
Phone: +441 (65X) XXX-X
Country: United States
City:
Website:

Listing details

Location

Country: United States
State/Region/Province: California
City: San Francisco
Address: Sunset district
Posted: 3 weeks ago

Common

Job Title: Natural Skincare Production and Dispatch Assistant
Job Type: Part Time
Salary: \$ 8
Per: Hour
Job Description:
Sweet Cecily's are a family run business.

Having seen continued growth since starting out in 2011, they are planning for their busiest Christmas yet. They are looking for someone who is enthusiastic and up for a challenge to join the team in Whitby. The position will be a fixed term contract starting around the end of August (we are flexible) and ending on the 23rd December 2016.

Key Duties:

Picking and packing orders
Completing any associated paperwork
Assisting with production of goods – this will include labeling products, shrink wrapping, weighing and filling items.

The ideal candidate would have the following:

a good eye for detail
ability to pick orders accurately

good labeling skills
sense of pride in their work
ability to work quickly and to set deadlines
ability to complete paperwork and count stock items
computer skills
strong team work mentality

Shift Times: 42.5 hours per week (including paid breaks) Likely to include some evenings and weekends, so the successful applicant will need to have some flexibility.

Closing Date for applications: 29th July 2016

Start Date: End of August 2016 (some flexibility)

Contract end date: 23rd December 2016

Additional information

Experience: Not Required

