



# Part-time Assistant Shipping Manager

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**Location:** Mad River Outfitters, Columbus, OH

**Send resumes to:** [admin@madriveroutfitters.com](mailto:admin@madriveroutfitters.com)

## General Summary

The Assistant Shipping Manager position is responsible for the processing of all store shipping and receiving functions. In addition to specific duties listed below, you will be responsible for managing and accomplishing shipping flow and communication with the sales team.

## Essential Job Functions

- Timely and accurate processing of incoming and outgoing merchandise.
  - Process Mad River Outfitters shipments
  - Vendor Shipments
  - Transfers
  - Customer returns and repairs
  - Special orders
- Maintain all processes and records involved in shipping / receiving for the shop.
- Consistently maintain a clean, organized and efficient shipping area / stockroom.
- Communicate shipping timeframes and deadlines with team members.
- Communicate with shipping management to train staff of shipping / receiving procedures to provide adequate coverage for these responsibilities when needed.
- Problem solve and resolve shipping discrepancies.
- Provide suggestions on receiving improvements.

## Physical Requirements

Shipping duties require minimal physical capabilities.

- Continually able to stand/walk for extended periods of time.
- Continually able to lift and move boxes and products within a restricted space.
- Continually able to reach overhead, bend, squat and kneel.
- Ability to perform receiving area maintenance: sweep, vacuum, empty trash, clean.
- Ability to safely lift boxes up to 55lbs.

## Minimum Job Qualifications

- Excellent organizational skills.
- Accuracy and attention to detail.
- Effective verbal and written communication skills.
- Self-motivated.
- Ability to effectively train and delegate.
- Ability to adapt quickly and react positively to change in routine.
- Problem solving ability.
- Ability to work effectively with a team.
- Excel and Word literate.

## Employee Conduct

It is the responsibility of everyone at Mad River Outfitters to contribute to a positive work environment through cooperative and professional interactions with co-workers, customers, vendors and logistics professionals.