



# Shipping Specialist

**Full-time • Entry-Level • Mendota Heights, MN (On-Site Only)**

Sigma Beauty is looking for a Shipping Specialist to join our Operations team. This position is responsible for shipping for both our B2C and B2B channels, domestic and international as well as shipping for any other needs of the business. Outside of shipping, other fulfillment responsibilities may be assigned as needed.

## **Essential Duties and Responsibilities:**

- Oversee orders that leave the warehouse, both B2C and B2B.
- Responsible for the timely and safe delivery of packages to the clients.
- Thoroughly document and keep track of work in a neat and organized manner, many forms must be filled out and filed to manage shipping requests, orders leaving the warehouse, costs of shipping and payments.
- Understand shipping costs and eliminate unnecessary expenses.
- Arranging delivery pickups as needed.
- Coordinate completion of preparing shipments with carrier pickup times, daily.
- Main point of contact for shipping carriers (UPS, FedEx, USPS, DHL, etc.) and internal shipping-related questions and requests.
- Maintain stock for shipping supplies.
- Process return to sender packages.

## **Education and Experience:**

- One year of related experience and/or warehouse experience is a plus.
- Possess drive, be goal-oriented.
- Demonstrate an enthusiastic and positive attitude.
- Have the ability to meet and exceed the operational standards of the company.
- Show ability to communicate effectively with co-workers and management.
- Ability to work independently and as part of a team.
- Organization and prioritization.
- Ability to learn new systems and technology.
- High school or equivalent (Required).
- English verbal and written comprehension (Required).

## **Benefits:**

- Paid Time Off (PTO), Paid Holidays and Sick Days.
- Flexible work hours.
- 401K with company match.
- Medical, Dental, and Vision Insurance; with company contribution.
- Employee discount and gratis.
- Company-wide events and celebrations throughout the year.

Think you would be a good fit?

**APPLY TODAY**