



## Wholesale Fulfillment Specialist

**Mendota Heights, MN (On-Site Only)**

The Wholesale Fulfillment Specialist is a reliable, hardworking, motivated individual responsible for processing wholesale orders. This is an entry-level position and requires comprehensive training through all aspects of the operational procedure.

### Essential Duties and Responsibilities:

- Understand and adhere to the specific packaging (SOP's) and shipping requirements for both domestic and international orders.
- Gather and package the correct items listed for each PO.
- Package all orders efficiently and securely.
- Process orders per the specific retailer requirements in a timely manner.
- Double check work to ensure 100% accuracy to avoid future chargebacks.
- Place all prepared packages on a cart and deliver to the shipping area by the carrier pickup time.
- Keep work areas clean and clutter-free by the end of each work day.
- Keep and request inventory for retailer supplies (ex: tickets) in a timely manner.
- Meet and exceed goals assigned by the Wholesale Operations Manager.
- Maintain a consistent work ethic and positive team environment.
- Adapt easily to change, as additional tasks may be assigned at any time.
- May require periodic training and retailer requirement agreement updates.

### Education and Experience:

- High school diploma or general education degree (GED) required.
- Experience with Target POL is a plus.
- 1-5 years of related experience and/or training preferred; or equivalent combination of education and experience.
- Manual Material Movers: 1 year (Preferred).

### Physical Demands:

- While performing the duties of this job, the employee is required to stand, walk, stoop, kneel, crouch etc.
- The employee must regularly lift and/or move up to 50 pounds.
- The employee must also be able to safely work and maneuver a pallet jack.

### 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**