

# Strolleria

## Shipping Clerk (Part-Time)

15855 N. Greenway-Hayden Loop, Suite 110, Scottsdale, AZ

Strolleria, a retailer of high-quality baby gear, is looking for a part-time shipping clerk to fulfill e-commerce orders, receive shipments and manage inventory.

Founded in May 2016, Strolleria is a fast-paced start-up with ambitious goals to modernize and personalize the baby gear shopping experience, both online and in our showroom near Scottsdale Quarter. Working directly with Strolleria's husband-and-wife owners, the shipping clerk will learn about operating a small business and gain experience in e-commerce, an industry poised for exponential growth.

With part-time hours determined by your availability and business needs, this position provides flexibility for a high school student looking to work on weekday afternoons and/or weekends.

### **Job duties**

- Receive incoming product deliveries by hand and dolly, moving products to appropriate warehouse racks
- Pull products off racks and prepare orders for shipping
- Use FedEx computer system to input shipping data and create shipping labels
- Use Shopify e-commerce platform to send shipping confirmation and tracking data to customers
- Work with business owners to maintain inventory levels
- Assist in keeping warehouse free of boxes and clutter
- Perform other duties as assigned by business owners

### **Physical requirements**

- Must be able to lift, push and pull 50-pound boxes
- Must be comfortable using material handling equipment including but not limited to industrial rolling ladders, pallet jacks and warehouse dollies

### **How to apply**

To apply, please send your resume and hours of availability to Strolleria co-owner Amy Venzke at [amy@strolleria.com](mailto:amy@strolleria.com).