

Office & Warehouse Associate

Company Overview

M&M Wintergreens Inc. provides fresh winter products, decorations and supplies to retailers, landscapers and other related businesses in the horticulture industry. We offer a festive, team-oriented and family-like atmosphere for seasonal employees.

Job Overview

Office & Warehouse Associates divide their time between office and warehouse tasks as needed.

Responsibilities and Duties

- Provide exceptional customer service.
- Enter and process orders, invoices, and payments.
- Perform computer tasks related to customers and prospects.
- Assist customers picking up their orders.
- Assist with inbound product shipments.
- Participate in inventory management within the warehouse.
- Assist with making sure that all in-house inventory is properly stocked and labeled.
- Assist with pulling and checking orders.
- Assist in the outbound shipping department.
- Other duties as assigned.

Qualifications

- Be able to lift up to 50#'s and carry it a distance of 25 feet or more repeatedly.
- Have the ability to handle and organize multiple tasks at once in a fast-paced environment.
- A friendly and customer-centric personality is a must.
- Possess the willingness to learn and adapt to change.
- Act as a team-player and be able to work in a team-environment.