

Part



Location **New Hampshire**
<https://www.genclassifieds.com/x-381032-z>

Seeking dependable person with excellent organization and attention to detail for part-time position weekday mornings to help manage receiving and inventory for growing area business. Strong computer/Internet/email skills essential for this role.

Role includes tracking purchase orders, working with vendors to ensure on-time delivery, coordination with shipping services, inspection upon delivery, carton moving/storage, product prep, and inventory management.

Work schedule would be year-round 3 hours per day with late mornings (e.g. 9-12) preferred. Initially 3 days per week with possible 5 days weekly if business needs continue expanding. Some flexibility for scheduling days/hours.

This contract position requires lifting and moving cartons. Prefer someone from area for easy access during winter months. Great situation for someone retired or college student/staff seeking steady year-round part-time work.

Growth potential for the right person to learn our products and then move up to customer service phone position to help customers and enter orders. Previous inventory, warehouse, and forklift operator experience preferred.

Send resume or skills summary for consideration/reply.

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