



JOB TITLE: Warehouse & Shipping Specialist  
DEPARTMENT: Operations  
REPORTS TO: PENDING  
LOCATION: Central West End in St Louis, MO  
SCHEDULE: 40 hours per week  
COMPENSATION: Hourly - \$18.00 - \$20.00 per hour

#### ABOUT GLOBAL EVENTO:

Global Evento is the leading luxury corporate gifting agency. We specialize in finding and distributing highly desirable products and experiences for organizations' important clients, employees and customers.

Our differentiator is that we are hospitality people *first*, that have access to corporate luxury gifts. With our prior employment backgrounds with The Ritz-Carlton, St. Regis and Maritz Global Events, to name a few, we bring a high-touch service culture to the gifting world. We want to curate the perfect gifting solution for every client.

**MISSION:** Provide our customers with unmatched service, creativity and value through corporate gifting and gift experiences both onsite and virtually.

#### WAREHOUSE & SHIPPING SPECIALIST

The role of the Warehouse Specialist is to inventory, organize and plan tasks to maintain high performance of the warehouse's storage and shipment processes. This employee will manage a small - medium sized warehouse of approximately 4,000 sq ft.

#### JOB DESCRIPTION

- Receive, inventory and communicate information to operations of all packages received
- Maintain a log of products entering and exiting the warehouse
- Create & print labels for boxes using Shipstation
- Use inventory management system
- Ensures all merchandise is safely and securely packed and labeled for shipping.
- Establish warehouse practices and protocols to achieve an efficient warehouse
- Organize products in the warehouse using a forklift and pallet jack. Break down pallets and boxes as necessary.
- Maintain a clean and safe work environment
- Communicate with Operations Managers on incoming shipments and needs for outgoing shipments
- Work with shipping companies (FedEx, UPS, Steam) to mitigate shipping challenges
- Support Operations team with tracking of boxes if necessary
- Set warehouse and team goals in collaboration with executive management and other team leads



## QUALIFICATIONS

- Previous experience with shipping and receiving required
- Previous experience with forklift and pallet jack required. - Must be able to pass forklift certification.
- Knowledge of shipping companies
- Effective communication skills, including writing, speaking and active listening
- Good project management skills, including strong decision-making, problem-solving and strategic planning abilities
- Exceptional time management and organization skills
- Comfortable using inventory management software and other organizational computer applications
- Physical strength, stamina and the ability to walk or stand for long periods of time
- High School Diploma Required
- Computer skills, knowledge of Google Suite products preferred & ability to learn new technology quickly
- Ability to work after hours if necessary
- Proficient in the English Language
- Fully vaccinated/boosted and willing to follow COVID regulations as they evolve

## SUCCESSFUL CHARACTERISTICS

- Highly Organized, detail oriented and Customer Service Oriented
- Process Driven, Self Motivated and works well under pressure
- Desire to take Ownership
- Wants to be a part of a highly motivated, growing company
- Willing to pitch-in for tasks and jobs not directly "part of the job description"
- Motivated to learn, advance and mentor

## PHYSICAL DEMANDS

While performing the duties of this Job, the employee is regularly required to lift and /or move boxes from 25-50 pounds. The noise level in the work environment is usually high.

## BENEFITS

- Monthly stipend towards medical benefits after 3 months of employment
- Monthly Allowance for: Wifi, Mobile Phone, Wellness

## APPLICATION PROCESS

Interested candidates should submit a resume and any other relevant materials, to Karla Gonzalez-Kuehler at [Careers@GlobalEvento.com](mailto:Careers@GlobalEvento.com).