



JOB DESCRIPTION

OPERATIONS

ASSOCIATE

DEPARTMENT: STRATEGIC OPERATIONS

LOCATION : EVANSVILLE, INDIANA

HOURS : 10-15 HOURS PER WEEK

COMPANY DESCRIPTION

HerSpace Co. is a growing lifestyle business and brand dedicated to journey alongside the modern woman as she lives and evolves intentionally. We offer content, tools and experiences that provide modern women a space for intentional personal development and engagement. Our signature product, The Layered Living Planner, is the premier life system for the modern woman as she juggles and journeys through life.

Our Strategic Operations department manages and executes product logistics and distribution. This includes packaging, shipping and troubleshooting while also maintaining a superior customer service and brand experience.

JOB DESCRIPTION

Operations Associate will assist in the organizing, packaging, shipping and troubleshooting during HerSpace Co.'s peak sales season.

RESPONSIBILITIES

The main tasks of our Operations Associate includes, but is not limited to:

- Sort and organize products and shipping items
- Process all orders within 48 business hours
- Notify all customers of shipment/tracking via email
- Respond to all shipping inquiries
- Troubleshoot and resolve all shipping issues
- Package all orders and prepare shipment

QUALIFICATIONS & SKILLS

- Strong attention to detail
- Technologically savvy with the ability to utilize shipping software to process orders
- Able to lift 30-40 pounds
- Available November 2020 - February 2021
- Strong verbal and written communication skills
- Goal and task oriented
- Able to work in a fast pace environment with flexibility

To apply, please email resume
to contact@herspaceco.com