

Paris Presents

INCORPORATED

POSITION SPECIFICATIONS

WAREHOUSE CLERK

COMPANY

Paris Presents is the fastest growing beauty company in the world. The entrepreneurial, privately held / venture capital backed company creates and distributes comprehensive brands of makeup and nail tools, bath and body liquids and accessories, and travel accessories. Their expertise includes both nationally distributed branded product lines and the development of retailer brands, product lines individually created and managed for large retailers. This is a complex fashion business with a focus on high quality products at affordable prices developed through innovation and on-trend design. The company is over 50 years old with a very fast-paced, growth oriented culture.

POSITION SUMMARY

Working with ASW Distribution Dispatching and Varsity Systems. Provide clerical data entry, spreadsheet, and support for order pickers.

Job Responsibilities

- Create Bills of Lading on daily basis
- Route shipments for customers as needed
- Communicate with carriers
- Maintain weekly spreadsheets
- Work closely with supervisor to resolve any issues
- Other duties and responsibilities as assigned

Job Requirements:

- High School Diploma
- Experience with Shipping & Receiving.
- Computer proficiency

Abilities Required

- Highly detailed-oriented
- High level of accuracy and consistency
- Being clear in internal and external communications
- Knowledge of ASW, Varsity and Excel
- Works well in a team atmosphere.