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**Job Title:****Shipping and Receiving Associate**

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**Job Description:**

Sustainable Village has a long and varied history steeped in the small-is-beautiful, sustainability, and appropriate technology worlds. In the 1960's we started working in developing countries, continued working with Emerald-Triangle farmers in the 70's and 80's, and helped launch the solar and renewable energy markets in the 80's and 90's. In 2001, after decades of international poverty-alleviation work, we started focusing on irrigation design and supply. We design custom watering systems for everything from single plants to multi-acre farms.

**Position Description:**

We are currently looking to add highly organized, detail-oriented individuals to our shipping and receiving team. You will work with a small crew in our Boulder, CO warehouses on various projects, including shipping, receiving, inventory maintenance and light manufacturing. Individuals passionate about water conservation are encouraged to apply! Driven candidates will have plenty of opportunity for growth and advancement.

**Key responsibilities include:**

- Fulfilling online sales via in-house website sales, Amazon and eBay.
- Accurately packing complex orders with many different components.
- Working with team members to solve shipping discrepancies.
- Bulk packing and labelling products for FBA shipments.
- Accurate receiving from multiple suppliers.
- Light assembly and manufacturing work.
- Maintaining inventory organization and accuracy.
- Maintaining a clean and organized workspace.

**Required attributes:**

- Detail-oriented and willingness to learn quickly.

- Demonstrate ability to follow written and verbal instructions.
- Ability to work individually as well as part of a team.
- Effective written and oral communication.
- Computer literacy.
- Good organizational skills.
- Ability to add, subtract, and multiply on the fly.

**Physical requirements:**

- Job requires lifting, pushing, pulling, twisting, bending and repetitive motions.
- Must be able to work on your feet and walk or stand for most of your shift.
- Ability to safely lift up to 50lbs on your own and team lift heavier items.
- Must be able to safely use equipment such as box cutters, pallet jacks, ladders, etc.

**Preferred qualifications:**

- Shipping/receiving experience.
- Experience with shipping/freight carriers.
- Desire to learn about irrigation equipment and the components that make up our systems.
- Experience with NetSuite, Seller Central and eBay.
- Familiarity with Google Workspace.
- Intuitive problem solving.
- Fork lift experience is a plus.

This position is located in Boulder, CO.

Job Type: Full-time

Starting Pay: \$16-\$19/hr. Based on experience and qualifications.

Medical, dental and vision coverage benefits offered after 60 days of employment.

401K options available after 6 months of employment.

If you are interested in getting involved in our growing business, don't wait, apply today!

Please send your cover letter and resume to [careers@sustainablevillage.com](mailto:careers@sustainablevillage.com).

We look forward to growing with you!