

## **Eminence Organic Skin Care Warehouse Assembly Clerk – Part-Time (Evening/Weekend Shift)**

### **How to Apply**

Please send a cover letter and resume to [careers@eminenceorganics.com](mailto:careers@eminenceorganics.com) with 'Warehouse Assembly Clerk - Part-Time (Evening/Weekend Shift)' in the subject line of the email.

For more information on Eminence Organic Skin Care, visit our website [www.eminenceorganics.com](http://www.eminenceorganics.com), Facebook Page [www.facebook.com/EminenceOrganicSkinCare](http://www.facebook.com/EminenceOrganicSkinCare) and YouTube Page [www.youtube.com/user/eminenceorganics](http://www.youtube.com/user/eminenceorganics).

### **The Application**

**\*Update on Friday, May 10<sup>th</sup>, 2019 screening & interviews are in process, however, applications submitted immediately are still welcomed and considered.**

*Competitive Salary, Wellness Program, Product Discounts and Green Transportation Incentives*

**Location:** near Olympic Village at 6<sup>th</sup> & Columbia, Vancouver, BC, Canada

**Hours of work:** Wednesday to Friday from 5:00pm to 10:00pm and Saturday to Sunday from 10:00am to 6:30pm.

### **Our Products**

Eminence Organic Skin Care provides premium products and unparalleled service to leading salons, spas and beauty professionals. Pioneer of the organic skin care movement, Eminence Organics combines more than half a century of herbal craftsmanship and innovation with Hungarian-inspired healing to offer results-oriented treatments. All of our products use only the freshest ingredients known to nature without harming animals or using any harsh chemicals - we pick only premium quality ingredients to craft natural, organic and Biodynamic<sup>®</sup> skin care that is good for the earth and good for the skin. Every ounce of our products receives personal attention throughout production and packaging.

Eminence Organics cares about the environment and integrates sustainable practices into every part of our business including planting a tree for every product that we sell through our [Forests For The Future](#) initiative.

### **Our Company**

Eminence Organic Skin Care is the leading name in the field of Organic Skin Care. Eminence Organics is renowned as the most unique and effective line of natural skin care products on the market today.

Eminence Organic Skin Care has been voted by skin care professionals as "Favorite Skin Care Line" and "Favorite Product Education", both for ten years in a row, as well as "Favorite All-Natural Line" for eight years in a row and is considered #1 for skin care results in the natural & organic spa industry. Additionally, Eminence Organic Skin Care has won multiple ["Best of the Best" readers' choice awards](#) for the best skin care products available, awards that are the most unbiased, prestigious honours given in the industry today.

Eminence Organics has also won multiple Environmental Awards & is a [Certified B Corporation](#)<sup>®</sup>, recognizing the sustainable farming & green practices we use to create our products as well as recognizing the progressive people practices we exemplify in supporting our team-members.

Since the arrival of Eminence Organics in North America, our business has experienced tremendous growth in every major market in North America and has created distribution channels in over 60 countries.

Currently with over 300 team-members worldwide and with thousands of dedicated and loyal spa and salon business partners, Eminence Organics has products which touch millions of faces and bodies across North America and throughout the world each year. Our charitable initiatives, including the [Eminence Kids Foundation](#), impact thousands of lives each year.

### **Our Core Values**

Extraordinary Service, Infectious Enthusiasm, Sincere Respect, Supportive Teamplay, Proactive Reliability, Passionate Dedication.

### **Role Summary**

The Part-Time Warehouse Assembly Clerk assembles boxes, labels, and bags Product and Promotional Packages. Exceptional attention to detail and manual dexterity are required for the role.

**Note:** The usual working hours are Wednesday to Friday from 5:00pm to 10:00pm and Saturday to Sunday from 10:00am to 6:30pm.

### **Reporting and Peer Relationships**

This position reports to the Assembly Team Lead, and works closely with the Assembly Supervisor.

### **Roles and Responsibilities**

- Assemble, box, label, bag, and package Product and Promotional Packages in accordance with assigned Work Orders
- Calibrate, operate, and service assembly machines by adhering to established SOPs
- Pick the product and components required to complete assigned Work Orders
- Complete daily Assembly Work Order documentation
- Maintain cleanliness, tidiness and organization of Warehouse - maintain inventory accuracy and integrity
- Conduct ongoing Quality checks through every step of the Assembly process
- Adhere to Safe Work Policies
- Ensure highest level of security for buildings, equipment and product
- Perform other duties as required

### **Performance Expectations**

- Exemplify the Eminence core values
- Keep commitments and meet deadlines
- Recycle at every opportunity
- Adhere to the policies and procedures in the Employee Handbook

### **Experience and Skills**

#### **Experience Required**

- Assembly experience preferred
- Warehouse experience preferred
- Inventory counting experience an asset
- Attention to detail required

#### **Physical Requirements**

- Ability to lift over 25lbs

#### **Skills Required**

- Ability to foster effective working relationships with peers and leaders
- Ability to function under pressure and to meet multiple service demands at the same time
- Demonstrated initiative and willingness to get the job done right the first time
- Accuracy and attention to detail in all aspects of work essential
- Exceptional manual dexterity and speed required