

## **Eminence Organic Skin Care Warehouse Shipping, Receiving & Inventory Clerk**

### **How to Apply**

Please send a cover letter and resume to [careers@eminenceorganics.com](mailto:careers@eminenceorganics.com) with 'Warehouse Shipping, Receiving & Inventory Clerk' 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, March 15<sup>th</sup>, 2019 screening & interviews are in process, however, applications submitted immediately are still welcomed and considered.**

*Competitive Salary, Bonuses, Medical Benefits, Wellness Program, Product Discounts and Green Transportation Incentives.*

**Location:** Near Olympic Village at 6th & Columbia, Vancouver, BC.

### **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.

### **The Core Values**

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

**Role Summary**

The Warehouse Shipping, Receiving & Inventory Clerk role focuses on the manual movement and storage of products and promotional material. The position ensures all items are stored correctly for speediest possible access by the Warehouse pickers, shippers and assembly team. This role helps to ensure effective inventory management to allow orders to ship out as quickly and efficiently as possible. Other duties include preparing stock for shipment, receiving incoming shipments, entering information into the warehouse management software, and preparing appropriate written documentation.

***Note: Fork-lift and other types of storage movement machinery are not used in this role and therefore the Clerk must be able to comfortably and regularly lift over 45lbs.***

**Reporting and Peer Relationships**

This role reports to the Fulfillment & Inventory Manager, receives regular direction from the Inventory Planner and works closely with the Warehouse Shipping Clerks and Warehouse Assembly Clerks.

**Overall Roles and Responsibilities**

Duties and responsibilities include, but are not limited to:

**Receiving**

- Receive materials and verify the accuracy of incoming shipments against packing slip or other records
- Check for shortages or damaged goods and store all incoming materials in the assigned locations
- Receive and manage overstock (extra inventory of materials)

**Product Movement & Storage**

- Place all product onto picking shelves
- Organize back-stock and overstock behind appropriate picking stock
- Store product components and packing materials so that they can be easily found
- Store paper goods and promotional material so that they can be easily picked
- Supply Assembly Team with required products and components
- Reorganize inventory as directed by Fulfillment & Inventory Manager and Inventory Planner

**Inventory & Space Management**

- Partner with the Shipping Team on maintaining a clean and organized Warehouse
- Maintain inventory accuracy and integrity
- Conduct periodic inventory checks and recounts
- Work with the Fulfillment & Inventory Manager to organize inventory, space and warehouse layout in a way that maximizes efficiency and effectiveness of the Warehouse operation
- Learn product logistics to maximize efficiencies in movement and leave space for future addition of SKUs

**Shipping**

- Receive requisitions, process paperwork and prepare goods for shipping
- Load carriers as required
- Assist Shipping Clerks with moving boxes ready for shipping

**Picking and Checking**

- Pick and Pack Customer orders promptly and accurately using clearly detailed pick sheets
- Report pick bin low-outs promptly to ensure that interruptions to order picking are minimized
- Check accuracy of picked orders

**General**

- Complete all paperwork as required
- Ensure highest level of security for buildings, equipment and product

- Ensure safety measures are implemented and adhered to at all times
- Adhere to the policies and procedures in the Employee Handbook
- Exemplify the Eminence core values
- Recycle at every opportunity
- Keep commitments and meet deadlines
- Perform other duties as required

**Experience Required**

- Warehouse experience preferred – 1 year
- Shipping & Receiving experience preferred – 1 year
- Experience with Warehouse Management software an asset
- Inventory experience an asset
- Handyman experience an asset

**Physical Requirements**

- Must be able to comfortably and regularly lift over 45lbs [will be tested]

**Skills Required**

- Reliability & punctuality
- Superb attention to detail
- Strong memory
- Affinity with numbers
- Space management and organization skills
- Ability to work quickly yet accurately
- Effective verbal and listening communication skills
- Accurate written and record-taking skills
- Ability to integrate effectively into team and nurture positive interdepartmental relationships