



WAREHOUSE OPERATIONS ASSISTANT

Job Summary:

If you are a hard worker, enjoy a small and friendly work environment, and are motivated by helping children in need, apply for our Warehouse Operations Assistant position! [Shoes That Fit](#) is an award-winning and highly respected national non-profit. Last year we helped over 200,000 kids in need throughout the United States to learn, play, and thrive each day by providing good quality athletic shoes.

This is a full-time in-person position and reports to the Assistant Logistics Manager. A typical schedule is 8 hours per day beginning at 8:30 a.m. Monday through Friday. Some work on Saturdays may be required. The Warehouse Operations Assistant (WOA) provides warehouse (pick and pack) and related administrative support for our warehouse in Upland, California.

Warehouse Support (90%)

- Pull and pack shoe or sock orders.
- Stock shoes and other items on shelves.
- Prepare shipping labels and coordinate shipping orders.
- Data entry into Warehouse Management System (WMS) to maintain inventory accuracy.
- Operate electric pallet jack and complete training and certification as required.
- Operate forklift and complete training and certification as required.

Administrative Support (10%)

- Notify front office staff when orders are ready for pick up.
- Provide filled orders to school representatives picking up shoes.
- General office support as needed and assigned including answering phones, photocopying, and general organization.

Qualifications:

- Prior warehouse experience including pulling, packing and preparing shipping labels is desirable.
- Ability to operate an Electric Pallet Jack and Forklift with training; experience is desirable.
- Ability to complete training and certification to operate warehouse equipment including pallet jack and forklifts.
- Reliable, hard worker with a positive outlook and accurate with details.
- Represents organization in a professional and friendly manner.
- Is a team player and comfortable working in a variety of capacities across the organization in support of the mission.
- Ability to communicate verbally and in writing.
- Ability to perform data entry into software systems and utilize common computer programs such as email.
- Sense of humor and a love of children required!



Physical Requirements:

- Ability to physically perform warehouse duties most of the workday. This includes standing, bending at the waist, squatting, kneeling, pulling, and pushing. Must be able to lift up to 35 pounds.
- Ability to work in a warehouse climate, which may be cool some days and warm on other days, depending on the outside temperature.

How to Apply:

- Apply by submitting a resume and cover letter indicating your interest in and qualifications for the position via Indeed or to Linda Matthews, Associate Director of Administration, Shoes That Fit, at jobs@shoesthatfit.org.

Salary and Benefits:

Job Type: Full-time (40 hours per week)

Salary Range: \$18.00 - \$21.00 per hour

Competitive health, vision and dental benefits; generous 403(b) retirement savings plan with generous company matching; Employee Assistance Program; holidays, vacation and sick time. Shoes That Fit will pay for the employee to attain the required equipment training and certifications.

Shoes That Fit provides equal employment opportunities to all employees and applicants for employment and prohibits discrimination and harassment of any type without regard to race, color, religion, age, sex, national origin, disability status, genetics, protected veteran status, sexual orientation, gender identity or expression, or any other characteristic protected by federal, state or local laws.