



JOB TITLE: DISTRIBUTION CENTER ASSISTANT

Why work for us? We are a group of enthusiastic and caring people dedicated to changing lives. We operate 27 studios in 4 regions and growing! We offer terrific perks and love to promote from within! There's exciting things happening at YogaWorks, come join the team!

Job Overview: The Distribution Center Assistant is responsible for providing assistance to our Distribution Center Manager and the Retail team. This is a part-time, non-exempt position.

Duties & Responsibilities:

- Properly receiving and checking in all incoming merchandise
- Using retail inventory software to enter products into inventory and generate barcodes/price tags and accompanying paperwork
- Packing and shipping of merchandise and other company packages and mail
- Transferring merchandise as needed
- Process back stock into and out of the Distribution Center as needed for replenishment
- Work with the Buyer's and the Distribution Center Manager on processing Returns to Vendors
- Collaborate with the Distribution Center Manager on department needs and ad hoc projects

Minimum Requirements:

- Efficient and fast-paced – must be able to move quickly from one project to the next
- Team player with a positive attitude and a flexible schedule
- Great attention to detail
- Must be able to stand on feet for 5 to 6 hours at a time
- Must be able to lift 60 or more pounds
- Experience with MindBodyOnline is preferred but not necessary

This job description is not meant to be an all inclusive list of duties and responsibilities, but constitutes a general definition of the position's scope and function.