

Part-Time Shipping Assistant
20 hours/week
July 2008

Established, statewide non-profit agency seeking dependable person to fulfill customer orders for educational items. 20 hours/week in Raleigh, N.C.

Responsibilities: Download order forms. Pack and label boxes. Assist with inventory, data entry, bulk mailings, answer telephones and other tasks. Compile and send out 1-2 weekly mailings. Must be able to lift 50 pounds on a regular basis, know how to use Microsoft Office and email, be a hard worker and customer friendly.

Regular schedule required during office hours, Monday – Friday. Occasionally may be able to work additional hours. Background check performed and job references checked.

Compensation: \$9 - \$10/hr. with some benefits including paid vacation, sick time and holidays.

Send resume or job history by August 15th to: jobs@nhealthystart.org
(Write SHIPPING ASSISTANT in the subject line) or:

Job Search – Shipping Assistant
North Carolina Healthy Start Foundation
1300 St. Mary's St., Suite 204
Raleigh, NC 27605
Fax: 919-828-1446