

Job Title: Shipping & Receiving Associate & Customer Service Support

Location: Spring Lake, MI

Job Type: [Full-Time / Part-Time]

Pay: \$14-20 based on experience.

About Us: Only Little Once is an established brand of children's clothing and e-commerce business dedicated to quality, creativity, and exceptional customer happiness. We take pride in offering unique pieces and a delightful shopping experience for our customers. We have a fast paced work environment with a family business feel.

Responsibilities:

- ❖ Verify incoming shipments.
- ❖ Label, store, record inventory accurately, and place on inventory shelves.
- ❖ Basic computer skills.
- ❖ Process returns and exchanges
- ❖ Pick, pack, and prepare orders for shipment
- ❖ Assist with inventory counts and audits as needed.
- ❖ Support other departments with shipping/receiving tasks as required.
- ❖ Customer service support by email and social media.

Requirements:

- ❖ High School diploma or equivalent.
- ❖ Shopify Experience preferred.
- ❖ Retail Experience preferred.
- ❖ Strong attention to detail and organizational skills.
- ❖ Ability to lift up to 35 pounds occasionally.
- ❖ Walk inventory carts through shipping aisles.
- ❖ Comfortable using computers and inventory systems.
- ❖ Reliable, punctual, and a team player.

Benefits:

- ❖ Competitive pay.
- ❖ Opportunity to grow with a supportive team.
- ❖ Paid vacation.
- ❖ Bonus opportunities.
- ❖ Employee discounts.